



REQUEST FOR PROPOSALS

RFP # 15-05-06

NAME: Janitorial Floor Chemicals, Cleaners & Supplies

The Houston Independent School District ("HISD" and/or the "District") is soliciting proposals Janitorial Floor Chemicals, Cleaners and Supplies as more fully set out in the Scope of Work and Specific Conditions and Specifications sections of this Request for Proposals ("RFP"). An original proposal and Price Schedule, 3 paper copies of the proposal and Price Schedule; and a copy of the proposal and the Price Schedule on CD or USB Travel Drive must be submitted in accordance with the instructions set out herein to:

Houston Independent School District
Board Services - Room 1C03
Attn: **Demetria Thomas**
RFP/ **Janitorial Floor Chemicals, Cleaners & Supplies**
4400 West 18th Street
Houston, TX 77092

Each set of the proposal must be submitted in a binder. The original proposal must be labeled "ORIGINAL" and contain original signatures. The copies of the original must be labeled "COPY."

Each binder and any container for the binder(s) must be labeled on the outside with the Proposer's name, address, the RFP number and the RFP name.

Proposals will be received at the above address until **July, 22, 2015: "RFP" due 2:00 p.m. at 4400 West 18th Street, "Samples" due by 10:00 a.m. Samples must be delivered to Construction & Facility Services (CFS) Attn: Barry Taylor, 1417 Houston Ave. Houston, Texas 77007.** A pre-proposal conference will be held in conjunction with the RFP at **July 7, 2015, 10:00 a.m., Conference Room 2C12.** Submitting proposals prior to the pre-proposal conference is not recommended, and such proposals may be rejected by HISD. A more detailed timeline is set out in the Instructions, Submission Requirements and Procedures section of the RFP. Proposals will be reviewed as received in a manner that avoids disclosure to competing proposals. Contents of proposals will remain confidential during the negotiations period. Only the proposal number and the identity of the Proposer(s) submitting the proposal will be made available to the public before award of the RFP. Proposals received after the Proposal due date and time will not be considered.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the proposal due date and time. HISD will not be responsible for proposals delivered late by the United States Postal Service, or any other delivery or courier services. All proposals must remain open for one hundred twenty (120) days from the proposal due date pending acceptance by HISD.

The District will award this RFP to a single respondent, or as a multi-supplier award, based upon the evaluation of all proposals received. More details regarding evaluation of proposals are included in Section III, which is the Scope of Work and Specific Conditions section of this RFP.

Monika Harris

Monika Harris, Esq.
Chief Procurement Officer, Interim – Procurement Services

06/25/2015

Date

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I. INSTRUCTIONS, SUBMISSION REQUIREMENTS AND PROCEDURES

1.1 GENERAL INFORMATION: The following instructions by the District are intended to afford Proposer(s) an equal opportunity to participate in the proposal process and provide a predetermined set of criteria representing the District's business and service requirements. This proposal is governed by Texas Education Code (TEC), other applicable Texas state statutes, and all local Board of Education (Board) policies.

1.1.1 CODE OF SILENCE AND CONFLICTS OF INTEREST: The Board of Education (Board) has adopted a "Code of Silence" policy (ref. [Board Policy CAA \(Local\)](#)) and a "Conflict of Interest Disclosures" policy (ref. [Board Policy BBFA \(Local\)](#)) to enforce its commitment to ethical contracting standards and improve accountability and public confidence. It is important to avoid both the appearance of conflicts and actual conflicts of interest.

1.1.2 The "Code of Silence" shall mean a prohibition on any communication regarding any RFP, bid, or other competitive solicitation between:

1. Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the HISD Foundation and the HISD Public Facility Corporation), including a potential vendor or vendor's representative, and
2. Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process.

The "Code of Silence" time period shall begin when the Request for Proposal (RFP) is issued and ends upon the execution of the contract. During the "Code of Silence", campaign contributions, gifts, donations, loans, and any other items of value are prohibited between these parties, including candidates who have filed for election to the Board.

The "Conflicts of Interest Disclosures" requires a Board member to disclose and recuse himself or herself from voting on any contract, agreement, or any other District transaction involving an entity or related officer and/or key employee who has provided campaign contributions during the preceding 12 month period in excess of \$500.

Board Policy CAA (Local) pertaining to the "Code of Silence" and Board Policy BBFA (Local) pertaining to "Conflicts of Interest Disclosures" are attached by URL link above and incorporated by reference. Please review the policies carefully and ensure that the policies are followed in all respects. Proposer(s) agree and understand that non-compliance with the "Code of Silence" policy may result in disqualification. Furthermore, the failure of a Board member to disclose a conflict of interest may result in the debarment of a vendor for 24 months.

1.1.3 By submitting a proposal, the Proposer agrees to provide the goods/services in full accordance with the specifications and other contract documents notwithstanding existing material and labor markets conditions.

1.1.4 The designated project manager during the proposal process shall be **Demetria Thomas**, Procurement Services, 4400 West 18th Street, Houston, Texas 77092, phone **713-556-6533**, or dthoma30@houstonisd.org. **All communications pertaining to the RFP shall be addressed in writing to the Project Manager, as indicated in the next paragraph.**

1.1.5 Questions concerning the RFP will be answered only if sent to the Procurement Services Department, in writing via email to dthoma30@houstonisd.org, **on or before 10:00 a.m., Central Standard Time July 1, 2015**. If there is a pre-proposal conference, responses to written questions submitted prior to the pre-proposal conference will be read at the pre-proposal conference and included in the first addendum along with additional information including questions and responses from the pre-proposal conference. All questions submitted in writing to the Project Manager prior to the deadline will be answered in the form of addenda. All addenda will be posted on the

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HISD Procurement website.

The Board of Education has approved a resolution establishing policy requiring Supplier(s) to have paid all assessed taxes and be free of any indebtedness to the District before a project is awarded.

Proposer(s) shall provide the District with a statement concerning any indebtedness, including personal and real property taxes, when submitting responses.

1.1.6 In an effort to encourage minority and women owned businesses to participate in HISD business and submit proposals based upon their capacity to perform and be successful, this project may be awarded to more than one Proposer if it is in the best interest of the District to do so. Interested Proposer(s) should obtain additional information concerning the District's location of schools and offices and consider submitting their proposal for any one or more schools and/or departments, or the entire District.

1.1.7 All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit HISD, in any way, to pay any costs in the preparation and submission of the proposal. Nor does the issuance of the RFP obligate HISD to award, enter into an agreement, or purchase any goods and services stated in the RFP.

1.2 DEFINITIONS AND TERMS: In this RFP, terms are used as follows:

1.2.1 "Agreement" is defined in Section II, General Terms and Conditions.

1.2.2 "HISD, owner, district, and/or government entity" refers to Houston Independent School District.

1.2.3 "Proposer" refers to the person/firm that submits the proposal to this RFP.

1.2.4 "Project" means the Scope of Work for furnishing goods and services.

1.2.5 "Proposal" refers to the document submitted by an entity that addresses the scope and requirements of this RFP.

1.2.6 "RFP" refers to this Request for Proposal.

1.2.7 "Scope of Work" is set forth in Section III. Scope of Work and Specific Conditions.

1.2.8 "Supplier" and/or "Vendor" refer to the person(s)/firm(s)/entity(ies) to whom a contract is awarded pursuant to this RFP.

1.2.9 Singular terms shall include the plural and vice versa. A gender reference includes both genders.

1.3 SPECIFICATIONS: Proposer(s) are expected to examine and be familiar with all requirements and obligations of this entire RFP. Failure to do so will be at the Proposer(s) risk. The evaluation criteria for the award of this RFP are set forth in the Scope of Work and Specific Conditions Section of this RFP at paragraph 3.5. All exceptions to the specifications and requirements of the RFP must be noted in detail in the Proposal Exception Form (Form E hereto) and included in the proposal.

1.4 PROPOSAL INFORMATION REQUIRED:

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1.4.1 To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

The Proposal shall be submitted in a binder with tabs as set forth below:

Title Page

Show the RFP subject, the name of the Proposer's firm, address, telephone number, name of contact person, and date.

- **Tab 1 – Table of Contents**

Clearly identify the materials by sections and page numbers.

- **Tab 2 – Proposal Submission Forms**

Complete and return Forms A–G set forth in the last Section of this RFP. The set of forms submitted in the proposal marked "ORIGINAL" requires original manual signatures. Copies of the forms bearing original signatures should be included in each additional proposal.

The forms should be submitted in the following order:

1. FORM A: Company Information
2. FORM B: M/WBE Participation Report
3. FORM C: Addendum for Agreement Funded by U.S. Federal Grant (Non-Construction Contracts)
4. FORM D: Pricing and Service Affirmation
5. FORM E: Exception Form
6. FORM F: Price Schedule (should be placed in tab 7)
7. FORM G: CHE (Local) Questionnaire

- **Tab 3 – Profile of the Proposer**

- a. Indicate the number of people in your organization and their level of experience and qualifications and the percentage of their time that will be dedicated to this project.
- b. Provide a list of the Proposer's top ten current and prior two years' clients indicating the type of goods and/or services your organization has provided and/or performed for each client.
- c. Certification of Insurance (Acord form).

- **Tab 4 – Scope Section**

Clearly describe the scope of the goods and /or services to be provided based upon the information in the Scope of Work and Specific Conditions and Specification Sections stated in the RFP. Respond to each item listed.

- **Tab 5 – Questionnaire Response & Reference Form**

- a. Respond to the Questionnaire
- b. Respond to the Reference Form

- **Tab 6 – Invoice Procedure**

- a. Describe the firm's invoicing procedure.
- b. Include documentation identifying all of the Proposer's fees.
- c. Payment terms. The District's standard payment terms are 30 days after invoice is received. State any payment discounts that your company offers, i.e., 2% 10 days – net 30; or 5% 7 days – net 30.

- **Tab 7 – Price**

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Any and all pricing information, including any alternate pricing proposals that may be acceptable for some projects. Include a hard copy of Form F (Price Schedule) in this section, if applicable.

- **Tab 8 – Addenda**

Insert all addenda under this section.

1.5 SUBMISSION OF PROPOSALS: The Proposer(s) should propose his/her lowest and best price, (as applicable), on each good/service which is the subject of this RFP. Proposals shall be submitted in strict compliance with the instructions set out in this RFP.

1.5.1 All prices shall be entered on the proposal in ink or typewritten. All required signatures shall be original and in ink.

1.5.2 Proposed prices should be firm (fixed). If the Proposer(s), however, believes it necessary to include in his/her price an economic price adjustment, such a proposal may be considered, but only as an alternate proposal and should be noted in the Exception Form (FORM E). The economic price adjustment should give the maximum price increase or decrease (either % or \$) and the date and/or event at which the increase would be effective. Additionally, if a Proposer has reason to believe a better (more cost effective) method is practical, then the Proposer may offer that better pricing option as an alternative.

1.5.3 All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Proposer(s) shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered. Proposer(s) must include in the cost proposal all travel and accommodation expenses associated with travel to perform this project. Travel expenses associated with the project must conform to a “reasonableness” test for travel expenditures associated with governmental travel and must be pre-approved by the District before being incurred.

1.5.4 The District’s standard freight terms are F.O.B., destination, prepaid and allowed. HISD may specify various and different locations within the District for “destination” during the term of the Agreement, or extension of the term, and prices should include allowances for such freight contingencies. No C.O.D. shipments will be accepted. If the goods are not shipped in accordance with HISD’s directions and the instructions set out in the Agreement, the Supplier shall pay to HISD any excess cost incurred by District.

1.5.5 Proposer(s) are required to provide HISD with a menu of any optional services offered. Each service must be priced separately and independent of any other services offered or rendered.

1.5.6 HISD is exempt from and will not be responsible for payment of any taxes.

1.5.7 Failure to manually sign the required forms of this proposal may result in rejection of the proposal.

1.5.8 A signed submitted proposal constitutes an offer to perform the work and/or deliver the product(s) specified in this RFP.

1.6 FINANCIAL INFORMATION: Proposer(s) may be required to submit a current audited financial statement. The Project Manager will determine the necessity of financial information. In the event the Proposer(s) does not have an audited statement, other information such as an unaudited statement or copies of the Proposer(s)’ federal income tax returns, with all amendments, may be required.

1.7 DISCUSSIONS / NEGOTIATIONS: Discussions/negotiations may be conducted with Proposer(s) who are deemed to be within the final competitive range; however, HISD reserves the right to award a contract without discussions/negotiations. The competitive range will be determined by HISD and will include only those initial proposals

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that HISD determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, Proposer(s) may be required to submit a best and final offer. The best and final offer may be required as early as 24 hours after completion of negotiations/discussions.

1.8 BEST AND FINAL OFFERS: Best and final offers must be received by the date/time provided during discussions/negotiations, or the originally submitted proposal will be used for further evaluation and award recommendation.

1.9 MODIFICATION OR WITHDRAWAL OF PROPOSALS: Proposals may be modified or withdrawn by written or electronic notice received by the Project Manager prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a Proposer's authorized representative prior to the Proposal Due Date and time, provided the Proposer's identity is confirmed and Proposer's representative signs a receipt for the proposal.

1.10 OPENING PROPOSALS: All proposals may be opened as soon as received. A formal public "opening" will not be held. Trade secrets and confidential information contained in proposals shall not generally be open for public inspection, but HISD's records are subject to the State of Texas Public Information Act requirements.

1.11 SCHEDULE: The following schedule and timelines apply to this RFP.

1.11.1 **Proposal Schedule:** HISD desires to complete the proposal process in accordance with the following timeline which is subject to change at the District's discretion:

Timeline	
Release RFP	June 25, 2015
Pre-Proposal Conference	July 7, 2015, 10:00 a.m. CST in Room 2C12, Hattie Mae White Educational Support Center, 4400 West 18 th Street, Houston, Texas 77092
Last date for questions:	July 1, 2015, 10:00 a.m. CST
RFP Due	July 22, 2015: "RFP" 2:00 p.m. CST / "Samples" due: 10:00 a.m. CST
Evaluation Period	July 28, 2015 (subject to change)
Selected Proposal(s) Approved	August 2015 (tentative)

1.11.2. Proposer(s) are strongly encouraged to attend the pre-proposal conference. The conference will start promptly at the stated time and be moderated by a Procurement Department member. General rules of business meeting protocol will be observed during the meeting. Admittance for individuals arriving late is at the discretion of the moderator. In the event that an individual is admitted late, questions already discussed will not be revisited during the remaining portion of the conference.

Individuals attending the pre-proposal conference will be required to sign an attendance roster. In addition to their name and company name, each person will be asked to supply an email address, telephone number and a fax number for facsimile transmissions, if needed. This attendance roster will be posted as an addendum on the District's website along with the RFP and other related documents.

1.11.3 At the District's discretion, one or more Proposer(s) may be invited to demonstrate their solution(s) and/or system(s) and interview, based on a District pre-defined agenda and time line. Said Proposer(s) will be notified by e-mail if the District determines that such demonstrations and interviews are needed. Proposer(s) shall demonstrate their competence, qualifications and/or ability to satisfy the District's RFP requirements.

1.11.4 Award of the Project to Proposer(s) will be confirmed by a fully executed Agreement, an Agreement Letter and/or confirming Purchase Order.

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1.11.5 Timelines set forth herein may be strictly enforced by the District. The District, however, maintains sole discretion to adjust any deadline or timeline to suit the best interests of the District.

1.11.6 **Late Proposals:** Responses submitted after the due date and time noted in this RFP shall not be considered and shall be returned to the Proposer(s), unopened, by United States Mail. The District is not responsible for lateness of U.S. Mail, Commercial (Professional) Carrier, personal delivery, or any other delivery method. The time and date stamp clock in the Houston ISD's Board Services Department, Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, Texas 77092, shall be the official date and time of receipt. It shall be the sole responsibility of the Proposer(s) to ensure that his or her bid is received at the appropriate location by the specified deadline. **There shall be no exceptions to these requirements.**

1.12 RETENTION OF PROPOSAL DOCUMENTATION: All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of HISD.

1.13 RESERVATION OF RIGHTS: The District reserves the right to reject any and all proposals. The District reserves the right in its sole discretion to accept the proposal(s) it considers the best value for the District, and the right to waive any and all minor irregularities in the proposal(s). Additionally, the District reserves the right to waive any requirements of the RFP. The District further reserves the right to reject all proposals and seek new proposals when such action would be deemed in the best interests of the District.

1.14 APPEAL PROCESS: Any Proposer(s) that submitted a proposal may appeal the District's award, if the appeal is based on deviations from laws, rules, regulations, or Board of Education policies. Board of Education GF Local applies to Proposer(s) wishing to appeal a proposal and/or award of a contract: Proposer(s) shall submit appeals via U.S. mail or electronic-mail (e-mail), utilizing the District Dispute Resolution Form, to the General Manager – Procurement Services, and appeals must be received no later than 4:00 P.M. on or before the fifteenth (15th) business day after Board Award. In the event that a Proposer is unsure about the Board Award, it is the Proposer's responsibility to contact Procurement Services on the next business day after the Board Award is announced, and verify the specifics concerning the Award. Proposers need to conduct whatever research is necessary to verify the Award, and, in the event that an appeal is filed, must meet the fifteenth business day rule stated in GF Local. The 15 days begins to run on the first business day after Board Award is announced.

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II. GENERAL TERMS AND CONDITIONS

The following terms and conditions are incorporated into this RFP and incorporated into any letter agreement or formal written agreement between HISD and the successful Proposer(s).

2.1 AGREEMENT, INTEGRATION, TERM & TRANSITION, PURCHASE ORDER REQUIREMENTS:

2.1.1 The terms, conditions, specifications, stipulations and requirements stated in this RFP, and any and all Addenda issued by HISD shall become part of the Agreement entered into between the District and the Supplier, unless otherwise determined by the District per the Agreement provisions. The Supplier, as determined by the District, may be required to execute a written contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. **No Supplier shall obtain any interest or rights in any award until the District has executed the Agreement.** The District reserves the right to require any modification, or modifications to the Agreement terms if the modifications are deemed to be in the best interest of the District and do not substantially change the scope of the Board award.

2.1.2 The District does not sign Supplier contract forms. Supplier(s) should be familiar with the District's Agreement form, Agreement letter and/or purchase order and indicate in its proposal that this type of project documentation is acceptable. This information should be included in the transmittal letter. In the event that a project is awarded to a Supplier and the Supplier requests changes to the District standard Agreement form, the District reserves the right to cancel the award and re-award the project to an alternate Supplier(s).

2.1.3 In the event of a license agreement or other contract document requested by the Supplier for execution, the District reserves the right to review and amend such document at the District's discretion.

2.1.4 The Request for Proposals, with all Addenda, those provisions in the proposal that are satisfactory to the District, and the District's Agreement form(s), which may include, but are not limited to a written contract, agreement letter or purchase order constitute the Agreement between the Supplier and the District (collectively, the, "Agreement"). NOTWITHSTANDING ANYTHING TO THE CONTRARY IN ANY SUPPLIER FORM, PROPOSAL OR DOCUMENTATION, THE TERMS AND CONDITIONS OF THE AGREEMENT AS INTEGRATED ABOVE SHALL BE CONTROLLING IN ALL INSTANCES. To the extent there is any conflict between or among the documents composing the Agreement, the following hierarchy (from most to least authoritative) shall prevail: (i) District's Agreement forms (written contract, agreement letter or purchase order as applicable), and (ii) RFP as provided by the District all Addenda, and (iii) any Proposal provisions agreed to by the District.

2.1.5 Unless otherwise provided or required by the District, a standard agreement which results from this RFP shall be for a period of one year from the effective date of the Agreement with an exclusive option by the District to renew on an annual basis thereafter for two additional one-year terms, or as otherwise stated in the Agreement. Alternately, the District may approve longer or shorter terms of agreement upon the mutual consent of the parties. At the District's option, there may be an additional 90-day transitional period added to the end of the initial term or any renewal term. The Agreement prices, terms and conditions are to remain in force during the transitional period. Should the Agreement with the Supplier terminate during the initial or any renewal term for any reason, the District reserves the right to have the same transitional period, prices, terms and conditions as if the Agreement terminated at the expiration of that term.

2.1.6 At the discretion of the District, purchases may require the issuance of an official HISD purchase order from the District's Procurement Services Department. If so required, then all goods provided without a purchase order will be returned at Supplier's expense. All services provided without a purchase order may be considered a contribution to the District.

2.1.6.1 HISD reserves the right to make changes to a purchase order (e.g., increase/decrease quantities,

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change delivery date, delivery address). Any changes to a purchase order shall be communicated to the awarded supplier by the issuance of a formal change purchase order. Only an HISD procurement staff member may make a change to the purchase order by issuing and sending a formal change purchase order to the awarded supplier.

2.1.7 Once the performance of the Agreement has begun, any change orders or requests will be made in accordance with Texas Education Code Section 44.0411 and applicable HISD procedures and policies. If Supplier acts on the direction of a District employee that is not authorized to make changes, Supplier does so at his or her own risk or peril and risks termination of the Agreement for cause. Also, if a Supplier attempts, or receives, a modification/amendment from a District employee that is not authorized to make changes, the Supplier does this at his or her own risk or peril and risks termination of the Agreement for cause.

2.2 NON-ASSIGNMENT: The Supplier may not assign, sell, or otherwise transfer its interest in the Agreement award or any part thereof, without prior written consent from the District. The Supplier shall have full responsibility for the completion and performance of all services and the delivery of all goods awarded to Supplier pursuant to this RFP.

2.3 USE OF DISTRICT NAME OR LOGO(S): Supplier may not use the District's official name or logo, or any phrase associated with the District, without the written permission from the Board of Education, the Superintendent of Schools, or their designee.

2.4 AUTHORIZATION / PERMITS: The Supplier must have current licenses, permits, fees and similar authorizations required by the City of Houston, Harris County, and the State of Texas to conduct business and provide awarded goods and/or services to the District and, upon the request of the District, must provide copies of all licenses, permits and fees as being paid and current that are required to do business by the city, county and State for the type of business they are seeking to provide to the District. Supplier will maintain all such licenses, permits, fees and similar authorizations current for the duration of the Agreement term.

2.5 SUPPLIER NATIONWIDE CRIMINAL BACKGROUND CHECKS: Pursuant to Sections 22.085 and 22.0834 of the Texas Education Code, Supplier hereby certifies that all employees, subcontractors and volunteers of the Supplier who are hired by Supplier on or after January 1, 2008, and who have continuing duties related to the contracted services; and who have or will have direct contact with students have passed a national criminal history background record information review as required by those sections.

Supplier shall send or ensure that the employee or applicant sends to the Texas Department of Public Safety ("DPS") information that is required by the DPS for obtaining national criminal history record information, which may include fingerprints and photographs. DPS shall obtain the person's national criminal history record information and report the results through the criminal history clearinghouse as provided by Section 411.0845, Government Code.

Supplier must also obtain certifications from all subcontractors that their employees to whom Section 22.0834 applies have also passed a national criminal history background record information review.

Supplier must also provide assurances that all of its employees, subcontractors and volunteers, including those hired before January 1, 2008, who have contact with students have passed a criminal history background check current within the last year. If an employee, subcontractor or volunteer of the Supplier has a criminal conviction or has received deferred adjudication for a felony offense or a misdemeanor involving moral turpitude, the District may elect not to enter into this contract, or cancel the contract.

WARNING: Section 44.034 of the Texas Education Code requires that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

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The district may terminate this contract if the district determines that the person or business entity failed to give notice as required by Section 44.034 (a) or misrepresented the conduct resulting in the conviction. The district will compensate the person or business entity for services performed before the termination of the contract.

2.6 SUPPLIER DOCUMENT AUDIT AND INSPECTION/RECORD RETENTION/STUDENT INFORMATION:

2.6.1 The District reserves the right to audit various Supplier documents as requested by the District. From time to time, the District may desire to audit certain Supplier documents to ensure compliance with the Agreement and/or proposal response. Some audits may include but are not limited to: checking Supplier's invoices, authenticating the origin, Material Safety Data Sheet (MSDS), shelf life of products and/or other similar types of documents. The Supplier agrees to furnish the District, in a reasonable time at a mutually agreeable place, documents requested by the District to perform any such reviews or audits.

2.6.2 HISD, or its authorized representative, shall be afforded unrestricted access to and permitted to inspect and copy all Supplier's records, which shall include but not be limited to accounting records (hard copy as well as computer readable data), correspondence, instructions, drawings, receipts, vouchers, memoranda and similar data relating to this project. Supplier shall preserve all such records for a period of five (5) fiscal years or for such longer period as may be required by law, after final payment relating to this project. If this project is funded from contract/grant funds provided by the U. S. Government or the State of Texas, all documentation, including books, and records shall be available for review and audit by the Comptroller General of the U. S. and/or the Inspector General of the federal sponsoring agency, or the State of Texas and its duly authorized representatives.

2.7 CONFIDENTIAL AND PROPRIETARY INFORMATION: The District and the Supplier may provide technical information, documentation and expertise to each other that is either (1) marked as being confidential or, (2) if delivered in oral form is summarized in writing within 10 working days and identified as being confidential ("Confidential Information"). The receiving party shall for a period of five (5) years from the date of disclosure (i) hold the disclosing party's Confidential Information in strict confidence, and (ii), except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing party's Confidential Information to anyone other than the receiving party's employees on a need-to-know basis, and (iii) use the disclosing party's Confidential Information solely for performance of this project. The foregoing requirement shall not apply to any portion of a party's Confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party's Confidential Information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such required disclosure shall notify the other party of such intended disclosure in order to allow such party to seek a protective order or other remedy.

2.8 DATA AND PROPRIETARY INFORMATION: All work, regarding this project, shall be deemed "Work Made For Hire" as defined by the United States Copyright Law, and HISD retains for itself sole ownership of all proprietary rights in and to all designs, engineering details and other data pertaining to any discoveries, inventions, patent rights, software, improvements and the like made by the Supplier's personnel in the course of performing the work.

2.9 TEXAS PUBLIC INFORMATION ACT (TPIA): Supplier acknowledges that the District is subject to the Texas Public Information Act (TPIA). As such, upon receipt of a request under the TPIA, the District is required to comply with the requirements of the TPIA. In the event that the request involves documentation that the Supplier has clearly marked as confidential and/or proprietary, the District will provide the Supplier with the notices under the TPIA. Supplier acknowledges that it has the responsibility to file exceptions with the Texas Attorney General's Office on why the documents identified as confidential and/or proprietary fall within an exception to public disclosure.

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2.10 STUDENT CONFIDENTIALITY: Supplier acknowledges that the District has a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable law and regulations, including, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Any student information provided to Supplier shall be provided in compliance with the requirements and exceptions outlined in FERPA. Supplier must comply with said law and regulations and safeguard student information. Supplier may not disclose student information to a third party without prior written consent from the parent or eligible student. Supplier must destroy any student information received from the District when no longer needed for the purposes of the Agreement.

2.11 INSURANCE:

2.11.1 Unless otherwise agreed to by HISD, the Supplier shall carry insurance with responsible carriers acceptable to HISD rated A or better, by A.M. Best with minimum limits of liability coverage, as stated below, against claims for damages caused by bodily injury, including death, to employees and third parties, and claims for property damage. The Supplier shall furnish certificates of insurance (Acord Form) to HISD indicating compliance with this paragraph.

<u>Type of Coverage</u>	<u>Minimum Limits</u>
1. Workers' Compensation and Employer's Liability	Statutory \$100,000 per accident
2. Automobile Liability: Bodily Injury & Property Damage For all owned, non-owned vehicles and hired vehicles.	\$1,000,000 Combined Single Limit
3. Commercial General Liability	\$1,000,000 Per Occurrence
4. Professional Liability (errors and omissions) may be required at the discretion of the Project Manager.	

2.11.2 The Supplier shall submit evidence with the proposal and again at the time of any execution of the contract/agreement that it has in full force and effect all insurance requirements listed above. The Supplier shall maintain such insurance in full force and effect throughout the duration of the Agreement. In the event that it is not commercially feasible to maintain insurance during the period required by the Agreement, Supplier shall supply HISD with equivalent assurance to the required insurance, acceptable to HISD.

2.11.3 HISD shall be named as an additional insured on the automobile and commercial general liability policy. HISD shall be named as an alternate employer on the workers' compensation policy. A waiver of subrogation shall be issued in favor of HISD in the workers' compensation, automobile and commercial general liability policies. The Supplier shall provide HISD with original certificates of insurance, acceptable to HISD. Insofar as allowed by law, such certificates shall indicate an agreement by each carrier not to cancel or significantly diminish coverage without a minimum of thirty (30) days prior written notice to HISD. In the event there is a deductible on any policy, the Supplier may be asked to provide evidence to the satisfaction of HISD that it is able to satisfy the deductible.

2.11.4 Notice regarding insurance and **cancellation or changes** should be mailed to:

Project Manager as stated in Section 1.1.5 of this RFP
Houston Independent School District
Procurement Services
4400 West 18th Street
Houston, Texas 77092

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2.11.5 HISD reserves the right to require additional insurance coverage to be carried by the Supplier as deemed desirable by HISD, depending on the type of project.

2.12 TAXES: HISD is exempt from local, state and federal taxes. In the event that taxes are imposed on the goods and/or services purchased, the District will not be responsible for payment of the taxes. The Supplier shall absorb the taxes entirely. The District will supply tax exemption information upon request.

2.13 INVOICES/PAYMENT:

2.13.1 HISD standard payment terms are net 30 days after receipt of invoice. Supplier may offer the District a cash discount for payment of an invoice(s) with stated discount terms. Supplier's invoices should be sent to: Houston Independent School District, Controller's Office, Accounts Payable Department, 4400 West 18th Street, Houston, Texas 77092.

2.13.2 Invoices will be date and time stamped upon receipt in the Accounts Payable Department, and the cash discount, when applicable, will be calculated from the "receipt date" stamped on the invoice. Supplier's invoices **must** contain the appropriate HISD purchase order number on the face of the invoice. Each line item on the invoice should contain the corresponding line item number shown on the purchase order. Invoices submitted without the correct purchase order number shown may be returned to the Supplier for correction. Corrected invoices will be subject to the same payment provisions as original invoices.

2.13.3 Invoices should be provided to the District in a timely manner. Supplier is requested to invoice the District within 30 days of providing goods and/or services to the District.

2.13.4 In the event a Supplier presents the District with invoices, statements, reports, etc. that are incomplete, inaccurate or in need of substantial internal research, such action could result in delay of payment. The District will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate or incomplete information provided in invoices by Supplier.

2.14 QUANTITY:

2.14.1 There is no guaranteed amount of business, expressed or implied, to be purchased, or contracted for by HISD. However, the Supplier shall furnish all required goods and/or services to the District at the stated price, when and if required.

2.14.2 The District's agreement may be offered to other school districts or governmental entities. If applicable and at the discretion of the District, a forecast of planned usage will be issued as part of the project. This forecast is based upon the District's historical usage. If the District exceeds that forecast of usage and the Supplier experiences a higher volume of sales, the District may request a value consideration to compensate the District for said increased sales in the form of a volume usage rebate. Supplier should include, in their proposal, the method(s) they will use to calculate the usage rebate and discuss how the rebate will be calculated and paid.

2.14.3 The District expressly reserves the right to procure any goods or services from other sources or by other means.

2.15 BONDING: At the District discretion, Performance and Payment Bonds may be required on certain projects valued in excess of designated amounts (\$100,000 for Performance Bond & \$25,000 for Payment Bond). The District will determine the necessity of Performance and Payment Bond on a project by project basis. The procurement Project Manager will advise potential Proposers if a particular project requires bonding. A sample of the Performance Bond and the Payment Bond can be found at the following web address:

<http://www.houstonisd.org/cms/lib2/TX01001591/Centricity/Domain/8017/Performance Bond Form.docx>

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2.16 GOVERNING LAW: Any agreement resulting from this RFP shall be governed by, construed and enforced in accordance with the laws of the State of Texas without regard to the conflicts or choice of law principles thereof. The parties irrevocably consent to the jurisdiction of the State of Texas, and agree that any court of competent jurisdiction sitting in the County of Harris, State of Texas, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to the Agreement.

2.17 RELATIONSHIP OF THE PARTIES: It is understood and agreed that the Supplier is a separate legal entity from HISD and neither it nor any employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of HISD. The Supplier assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to the Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.

2.18 NO WAIVER OF IMMUNITY: The District does not waive or relinquish any immunity or defense on behalf of itself and its trustees, officers, employees, and agents as a result of entering into any agreement or contract relating to this project or by performing any of the functions or obligations relating to the project. Nothing in any agreement shall be constructed as creating any personal liability on the part of any trustee, officer, employee, or representative of HISD. No waiver of a breach of any provision of the contract and/or agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

2.19 INDEMNIFICATION: THE SUPPLIER SHALL INDEMNIFY, AND HOLD HARMLESS AND DEFEND HISD AND EACH OF IT'S RESPECTIVE PAST, PRESENT AND FUTURE OFFICERS, TRUSTEES, AGENTS, AND EMPLOYEES IN THEIR INDIVIDUAL AND OFFICIAL CAPACITIES, FROM AND AGAINST ALL CLAIMS, LOSSES OR DAMAGES, INCLUDING ATTORNEY'S AND EXPERT'S FEES, COURT COSTS AND EXPENSES INCURRED BY HISD AND IT'S OFFICERS, TRUSTEES, AGENTS AND EMPLOYEES, FOR INJURY, INCLUDING DEATH, TO PERSONS, OR DAMAGE TO OR DESTRUCTION OF PROPERTY, AND LAWSUITS, DEMANDS OR CAUSES OF ACTION OF WHATSOEVER KIND OR NATURE BASED UPON, RESULTING FROM OR ARISING OUT OF OR IN CONNECTION WITH ANY NEGLIGENT ACT, ERROR, OMISSION, MISREPRESENTATION, OR MISCONDUCT BY SUPPLIER AND ITS EMPLOYEES, OFFICERS, SUB-CONSULTANTS, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH SUPPLIER'S PERFORMANCE OF THE AGREEMENT.

All obligations as set forth in this paragraph shall survive the completion of or termination of the Agreement.

It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation, such legal limitations are made a part of the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligations shall continue in full force and effect.

2.20 NOTICE: Any notice required to be given relating to the Agreement shall be in writing and shall be duly served when hand-delivered to the addressees set forth below, or shall have been deposited, duly registered or certified, return receipt requested, via the United States Postal Service, addressed to the other party at the following addresses:

To: ***Supplier's Contact Name and Address as listed in Form A***

To: Houston Independent School District
Attn: Superintendent of Schools
4400 West 18th Street
Houston, Texas 77092

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Copy To: Monika Harris, Esq.
Chief Procurement Officer, Interim – Procurement Services
4400 West 18th Street
Houston, Texas 77092

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

2.21 SECTION HEADINGS: The headings of sections and paragraphs contained in any document related to this project are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions relating to the project.

2.22 THIRD PARTY BENEFICIARIES: Nothing relating to this project shall be deemed or construed to create any third party beneficiaries or otherwise give any third party any claim or right of action against HISD or the Supplier(s).

2.23 DISPUTE RESOLUTION: At the option of the District, the Supplier and the District agree that prior to filing any suit, administrative proceeding, or other legal proceeding, related to this Agreement, each party shall submit any and all disputes to the alternative dispute resolution process of non-binding mediation. The Supplier and the District further agree to attend the mediation and to participate in settlement negotiations in a good faith effort to resolve any and all disputes through a written settlement agreement. The mediation shall take place in Harris County, Texas, and will be conducted by a mediator mutually selected by the parties. If the parties are unable to agree on a mediator, each party shall submit a list of up to three names as a mediator along with a curriculum vitae and costs associated with each name submitted. Each party will alternate in striking one name from the list until only one name remains. The remaining name will be the agreed upon mediator. HISD will have the first opportunity to strike a name from the list. All fees and costs of the mediator shall be shared equally between the parties. No formal record shall be made of the mediation.

2.24 TERMINATION:

2.24.1 The District reserves the right to terminate, without cause and for any reason, the Agreement resulting from this RFP upon thirty (30) calendar days prior written notice, or five (5) days prior written notice for cause.

2.24.2 HISD also has the right to terminate the Agreement for convenience, without penalty, for non-appropriation or non-availability of funds by delivery to the Supplier of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

2.25 DEFECTIVE / NON-CONFORMING WORK:

2.25.1 If, following seven (7) calendar days of a written notice to a Supplier identifying defective or nonconforming work, the Supplier or its subcontractors fail to correct such defective or nonconforming work, HISD may order the Supplier to stop further work, or any portion thereof, until the defect or nonconformance has been properly corrected by the Supplier or its subcontractors.

2.25.2 Should the Supplier not proceed with the correction of defective or non-conforming work within three (3) additional calendar days of HISD's order to stop further work, as set forth above, HISD may cause the removal, repair or correction of the defective or nonconforming work and may charge all associated costs of the same to the Supplier.

2.26 DEFAULT CONDITIONS: If the Supplier: (i) breaches any provision of the Agreement; (ii) , becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors; or (iii) is in violation of any state or federal law (collectively, "event(s) of default"), HISD will have the right (without limiting any other rights or remedies that it may have in the Agreement or by law) to terminate the Agreement

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with five (5) days prior written notice to the Supplier. HISD will then be relieved of all obligations, except to pay the reasonable value of the Supplier's prior performance, satisfactory to HISD (at a cost not exceeding the agreement rate and subject to any claims, costs and expenses incurred by HISD as a result of Supplier default). In the event of default, HISD is expressly authorized to obtain the goods or services that would have been provided by Supplier under this Agreement from an alternative source. The Supplier will be liable to HISD for all costs exceeding the Agreement price that HISD incurs in completing or procuring the services and goods as provided for in the Agreement. HISD's right to require strict performance of any obligation in the Agreement will not be affected by any previous waiver, forbearance, or course of dealing.

2.27 WARRANTIES: SUPPLIER EXPRESSLY WARRANTS THAT ALL THE GOODS AND SERVICES COVERED BY THE AGREEMENT RESULTING FROM THIS RFP WILL BE IN EXACT ACCORDANCE WITH THE REQUIREMENTS OF THE AWARD OF THE RFP AND RESULTING AGREEMENT AND FREE FROM DEFECTS IN MATERIALS AND/OR WORKMANSHIP. SUPPLIER EXPRESSLY WARRANTS MERCHANTABILITY FOR ALL GOODS PROVIDED PURSUANT TO THE RESULTING AGREEMENT. ALL WARRANTIES SHALL SURVIVE DELIVERY OF THE GOODS AND COMPLETION OF THE SERVICES, AND SHALL NOT BE DEEMED WAIVED EITHER BY REASON OF THE DISTRICT'S ACCEPTANCE OF SAID GOODS AND SERVICES OR BY PAYMENT FOR THEM. ANY DEVIATIONS FROM THE AGREEMENT, OR DESCRIPTIONS OR SPECIFICATIONS FURNISHED THEREUNDER, OR ANY OTHER EXCEPTIONS OR ALTERATIONS MUST BE APPROVED IN WRITING BY THE DISTRICT'S PROCUREMENT GENERAL MANAGER.

2.28 USE BY OTHER GOVERNMENT ENTITIES: The Texas Education Code 44.031 (a)(4) allows for government entities, i.e. state agencies, local governments and school districts, to enter into cooperative agreements to allow the procurement process to be performed by a single entity on behalf of all those electing to participate. Any of the above entities may be granted the privilege of joining the awarded Agreement. In the event HISD allows another governmental entity to join the Agreement, it is expressly understood that HISD shall in no way be liable for the obligations of the joining governmental entity.

2.29 THIRD PARTIES: Nothing in this RFP shall create a contractual relationship with or a cause of action in favor of a third party against either HISD or the Supplier.

2.30 UNENFORCEABLE SECTIONS: If any portion of this RFP or any Agreement is deemed to be unenforceable, the remainder of the RFP and Agreement shall be construed as if such unenforceable provisions had never been contained therein.

2.31 MWBE PARTICIPATION GOAL: The Supplier shall report their MWBE participation goal as a percent of the total compensation. This information shall be identified per firm, discipline and participation.

2.32 SUBCONTRACTING: The Supplier shall not subcontract services provided in this RFP without prior written approval by HISD.

2.33 WORK STOPPAGE: In no event shall HISD be liable or responsible to the Supplier or any other person for our on account of, any stoppage or delay in work.

2.34 HAZARDOUS MATERIALS: In the performance of the Supplier's services, the Supplier shall not cause any release of Hazardous Substances, including asbestos, or contamination of the environment, including the soil, the atmosphere or any water course or ground water. Supplier shall be liable for any claims or damages resulting from such release of or exposures to any such substances as a result of the Supplier's activities.

2.35 BUSINESS ETHICS: During the course of the project awarded by this RFP, the Supplier will maintain business ethics standards aimed at avoiding real or apparent impropriety or conflicts of interest. No substantial gifts over \$50,

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entertainment, payments, loans, or other considerations beyond that which may be collectively categorized as incidental shall be made to any employees or officials of HISD, its authorized agents and representatives, or to family members of any of them. At any time the Supplier believe there may have been a violation of this obligation, the Supplier shall notify HISD of the possible violation. HISD is entitled to request a representation letter from the Supplier, its subcontractors or vendors at any time to disclose all things of value passing from the Supplier, its subcontractors or vendors to HISD's personnel or its authorized agents and representatives.

2.36 BUSINESS CERTIFICATES / HISD TAXES: All individuals or entries entering into a contract with HISD must adhere to the following applicable Texas laws as they pertain to their individual type of ownership.

2.36.1 Corporations: (domestic [formed under Texas law] or foreign [formed under laws of another state]) shall be properly registered with the Texas Secretary of State and the Comptroller of Public Accounts as required by TITLE 34, Part 1, Chapter 3, Subchapter V, Rule 3.546 of the Texas Administrative Code. A current "Certificate of Good Standing" from the Texas Comptroller of Public Accounts shall be made available upon request stating that the corporation charter is current and all Texas Franchise Reports and taxes are paid.

2.36.2 Partnerships and Joint Stock Companies, and Limited Liability Partnerships: (domestic [formed under Texas law] or foreign [formed under laws of another state]) shall be, properly registered with the Texas Secretary of State in accordance with the Texas Secretary of State in accordance with TITLE 105 – PARTNERSHIPS and JOINT STOCK COMPANIES, CHAPTER ONE- PARTNERSHIPS, LIMITED PARTNERSHIPS, TEXAS REVISED PARTNERSHIP ACT, Article 6132a-1, "Texas Revised Limited Partnership Act. All partners in a partnership must file a "Certificated of Limited Partnership" with the secretary of state, which shall be made available for inspection upon request.

2.36.3 Entities whether, Corporate, Partnership, or Sole Owner must be current on HISD Property Taxes: If commercial personal property is located within HISD's jurisdiction, current renditions of these properties must be filed with the Chief Appraiser, as required by Chapter 22k Section 22.01 of the Texas "PROPERTY TAX CODE".

2.37 ATTORNEY FEES: In connection with HISD's defense of any suit against it and/or HISD's prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims related to this RFP or any agreement, in which HISD prevails as to all or any portion of its defense(s), claims, counterclaims or actions, HISD shall be entitled to recover its actual attorney's fee and expenses incurred in defending such suit and/or in prosecuting such claim or action.

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III. SCOPE OF WORK AND SPECIFIC CONDITIONS

3.1 SCOPE OF WORK: At minimum, the District is seeking the following goods and/or services to be provided by the Supplier(s): Janitorial Floor Chemicals, Cleaners and Supplies.

HISD is the largest school district in Texas, and the seventh-largest school district in the United States with more than 215,000 students and more than 29,000 employees.

Annually, for the last three years the District spent approximately one million one hundred thirty-six thousand dollars for janitorial floor chemicals, cleaners, and supplies; however, this amount is not a guarantee of future business.

Key Performance Indicators will be used to track supplier performance.

Key Performance Indicators (KPIs):

1. Warehouse stock items:

- a. Number of deliveries to HISD Central Warehouse.
- b. Number of deliveries meeting the requested delivery date (based on the contract agreement delivery days).
- c. Number of partial deliveries.
- d. Number of deliveries that exceed the quantity requested.

2. Supplier Performance Evaluation Form:

- A. This form may be completed by the user department Construction & Facility Services, and Warehouse Operations Inventory Control Manager; and perhaps other departments and schools.
- B. The following areas may be evaluate either quarterly, annually, or based on usage:
 - Quality of Product/Service
 - Delivery of Product/Service
 - Customer Service
 - Likelihood of sourcing vendor again
 - Accuracy of Price
 - Accuracy of Catalog Percentage (%) Discount
 - Accuracy of quantity of items packaged
 - Comments and/or Concerns

3. The awarded supplier/suppliers will be ask to respond to the following KPIs:

- a. Number of deliveries to HISD Central Warehouse.
- b. Number of deliveries meeting the requested delivery date (based on the contract agreement delivery days).
- c. Number of partial deliveries.
- d. Number of deliveries that exceed the quantity requested.

CONTINUE TO THE NEXT PAGE...

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Sample Supplier Performance Evaluation									
1 Please enter your information									
Name: _____ Date: _____									
Email Address: _____									
Campus or Department: _____									
2 Supplier Performance Evaluation of:									
Supplier's Name: RFP # Corporation									
Supplier's SAP Number 01234									
Project # 15-05-06 Project Name: Janitorial Floor Chemicals, Cleaners and Supplies									
3 Please rate the following									
With 1 being the lowest and 5 being the highest									
	1	2	3	4	5				
Quality of Product/Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Delivery of Product/Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Customer Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Likelihood of sourcing the supplier again	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Accuracy of Price	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Accuracy of Catalog Percentage (%) Discount	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
4 Please provide us with any additional comments or concerns									
Positive or negative									
Comments:									

5 The supplier's requested lead time / delivery is 5-7 days. Did the supplier meet the request delivery?									
<input type="radio"/> Yes									
<input type="radio"/> No									
Comments:									

6 Did the supplier ship any partial shipments?									
<input type="radio"/> Yes									
<input type="radio"/> No									
Comments:									

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3.2 SPECIFIC CONDITIONS:

1. All items submitted for consideration must be accompanied by a copy of manufacturer literature and Material Safety Data Sheets (MSDS) for each product bid.
2. As much as is applicable, each product must be Green Seal Certified and include an EPA registration number.
3. Any concentrated product must be submitted with a cost per use or dilution rate. Please reflect effective usage cost.
4. Provide **samples** of all Janitorial Floor Chemicals, Cleaners and Supplies. **Samples must be delivered to Construction & Facility Services (CFS) Attn: Barry Taylor, 1417 Houston Ave. Houston, Texas 77007 by 10:00 a.m., Wednesday, July 22, 2015.**

All Samples must be properly labeled and reference the line item number that is on the Price Schedule:

The following text/label should be reproduced and attached each Sample:

Name of Your Company: _____	Sample Label
Line Item #: _____	
Product Name: _____	
Proposal for: <u>RFP/ Janitorial Floor Chemicals, Cleaners & Supplies</u>	
Project # 15-05-06	Construction & Facility Service (CFS)
Received until 10:00 a.m.	Attn: Barry Taylor
on <i>Wednesday, July 22, 2015</i>	1417 Houston Avenue
	Houston, Texas 77007

5. Samples will not be accepted at the Hattie Mae White Educational Support Center.

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3.2.1 Price Schedule

1. The Proposer shall list on the Price Schedule the following data:
 - a. Unit of Measure
 - b. Ready to Use (RTU) Yield
 - c. Product Dilution Ratio
 - d. Product Brand Name
 - e. Ready to Use Price Per Gallon
 - f. Price Per Case (order price)
 - g. Unit Price
 - h. Number of Delivery Days
 - i. Catalog Name and Catalog Percentage Discount
2. The evaluation for award will be based on the 3.5 Evaluation Factors.
3. The items on the Price Schedule are scheduled to be stocked in the HISD Central Warehouse.
4. The Price Schedule is the Excel document that is posted with the RFP.
5. All pricing must be submitted on the Excel document.
6. Form F – (Price Schedule) is a duplicate/hard copy of the Excel document.
7. The Price Schedule contains three (3) tabs labeled as follows:
 - a. Floor Chemicals & Cleaners
 - b. Supplies
 - c. Catalog Discount
8. Shipping shall be: F.O.B., Destination, Prepaid.
9. All pricing shall include shipping and handling.
10. The awarded vendor must hold prices firm for the term of the contract.
11. The Proposer shall indicate “*No Bid*” on the Price Schedule for all items that the proposer is not bidding.
12. The Proposer shall submit with the proposal a Material Safety Data Sheet for all products that qualify.

Continued on the next page...

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

The **Price Schedule** in this section must be **completed on the Excel document** that is located on HISD's Procurement Website with this RFP. An original proposal and Price Schedule, 3 paper copies of the proposal and Price Schedule; **and** a copy of the proposal and the Price Schedule on CD or USB Travel Drive must be submitted in accordance with the instructions on page one (1) of this RFP.

RFP #: 15-05-06											
Name: Janitorial Floor Chemicals, Cleaners & Supplies											
Price Schedule											
Name of Company: _____											
The District will award this RFP to a single respondent, or as a multi-supplier award, based upon the evaluation of all proposals received.											
Line item #	HISD SAP #	Item Description	Unit of Measure	Ready to Use (RTU) Yield	Product Dilution Ratio	HISD Estimated Annual Usage (RTU Gallon)	Product Brand Name /Manufacturer	Proposer's Product Number	RTU Price Per Gallon	Price Per Case (Order Price)	Number of Delivery Days
Dilution System Chemicals											
1	36538	Cleaner, General Purpose	case			58696					
2	27289	Cleaner, Glass	case			27200					
3	36539	Cleaner, Neutral Floor	case			1057800					
4	29400	Shampoo, Carpet	case			520425					
5	27331	Disinfectant, Liquid Concentrate	case			232200					
6	TBD	Product Dispenser System	each							No cost	No cost
Floor Care Chemicals											
7	36540	Finish, Regular Strength	case			13621					
8	TBD	Finish, High Strength	case			9185					
9	TBD	Finish, Green Seal Certified	case			TBD					
10	TBD	Stripper, Green Seal Certified	case			TBD					
11	TBD	Stripper, Floor	case			1350					
Wood Floor Chemicals											
12	37302	Finish, Wood, Water Based	case			TBD					
13	37131	Finish, Wood, Oil Based	case			TBD					
14	31355	Cleaner, Wood	case			TBD					
Graffiti Remover											
15	773	Indoor Graffiti Remover	case			TBD					
16	TBD	Outdoor Graffiti Remover	case			12 CASES					

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Janitorial Supplies							
17	TBD	2 X 40" Velcro Style Sweeper System Kit: 1 velcro style frame, 2 microfiber white yarn dust mops, 1 chromed scissor style handle.	each	1400			
18	36560	16" Top Down 5 gal Charging Bucket with Handle & Hermetic cover, Blue	case	1400			
19	TBD	Microfiber Twist Loop 16" Mop with Pockets, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	case	1400			
20	TBD	Plastic Pocket Style 16" Mop Holder. With a locking connector and clip to hold Light blue.	each	1400			
21	TBD	Pocket Style 16" Mop Holder with Connector, Light Blue	each	1400			
22	36554	Aluminum Telescopic Handle. 2 pieces with central grip & hole, Blue [Length 38"-72"]	each	1400			
23	TBD	12" Top Down 5 gal Charging Bucket with Handle & Hermetic cover, Blue	each	1400			
24	36557	Velcro Style 12" Mop Hand Towel Holder with Handle, Light Gray	each	1400			
25	TBD	Microfiber 12" Mop with Velcro Back, with 4 Colors Tag	each	1400			
26	TBD	Microfiber Twist Loop 12" Mop with Flaps, 2 holes, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	each	1400			
27	TBD	Microfiber Looped Yarn 12" Mop with Velcro Back, White Yarn / Blue Back	each	1400			
28	TBD	Press Wring Microfiber Mopping System: 7 gal Bucket	each	1400			
29	TBD	8 gal Split Bucket with Black Roller Wringer, Yellow	each	1400			
30	TBD	16" Mop Holder - 2 Locking Pins with Connector, Blue/Red	each	1400			

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Janitorial Supplies							
31	TBD	Microfiber 16" Mop with flaps, 2 holes and 4 colors tag	each	1400			
32	TBD	Microfiber Twist Loop 16" Mop with Flaps, 2 holes, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	each	1400			
33	36558	Microfiber Looped Yarn 16" Mop with Flaps, 2 holes and fringe. White Yarn and White Back	each	1400			
34	36625	16" X 16" Microfiber cloths, blue	each	1400			
35	36626	16" X 16" Microfiber cloths, green	each	1400			
36	TBD	16" X 16" Microfiber cloths, red	each	1400			
37	36627	16" X 16" Microfiber cloths, yellow	each	1400			
38	36704	27" High speed buffing pad for propane burnisher	case				
39	TBD	20" Buffing pads low and dual speed buffers.	case				
40	30636	20" Scrubbing Pads	case	465			
41	850	20" Stripping Pads	case	630			
42	38278	ABSORBENT, ODOR/ACCIDENTS, FOODSPILL, 12-1.5 OZ. PACKAGES PER BOX, CDC ODOR, ABSORBENT, BIG D #170 DVOUR, *PLEASE SUBMIT MSDS WITH PRODUCT*	box	230			
43	31662	BRUSH, BOWL, ROUND HEAD, SYNTHETIC POLYPROPYLENE STIFF BRISTLES, 10-IN LONG HANDLE (15-IN OVERALL), WHITE IN COLOR RUBBERMAID-RCP6310WHI, JON-DON #BB-BBRH-EA	each	412			
44	29295	SOAP, HAND FORM, SYMMETRY, NON-ALCOHOL, WATERLESS HAND SANITIZER, NON-STICKY RESIDUE BUCKEYE - #90151120	case	8751			

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Janitorial Supplies							
45	29292	SANITIZER, HAND, 6/CASE, SYMMETRY, 1250 ML, Non Alcohol #90151120, *PLEASE SUBMIT MSDS WITH PRODUCT*	case	240			
46	29291	DISPENSER, FOR HAND SANITIZER, 6 PER CASE, SYMMETRY BRAND	each	4189			
47	27551	DISPENSER, PAPER TOWEL, CENTERPULL, 9.875 X 10 X 10.5 GRAY IN COLOR *USE W/HISD#27530 GEORGIA PACIFIC #54050 (00073310540504)	each	13			
48	27530	TOWEL, ALL PURPOSE WIPER, CENTERPULL, 6/CS 13 1/4 X 7 4/5, *USE W/HISD#27551, ECOSOFT #06002 (085806060021); GEORGIA PACIFIC 4400 (073310440002)	case	166			
49	27337	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEYE QUAT-256, 12/CS BUCKEYE # 41090000 (ONLY)	case	57			
50	27336	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEYE WORKOUT, 12/CS BUCKEYE # 41007000 (ONLY)	case	68			
51	27335	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEYE STAR SPRAY, 12/CS BUCKEYE # 41403000 (ONLY)	case	61			
52	24953	FRAME, DUST MOP, 36"X 3", ZINC-PLATED, METAL UNISAN #1236 (070363229226)	each	48			
53	24952	FRAME, DUST MOP, 18" X 3-1/4" METAL C702018	each	TBD			

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Janitorial Supplies							
54	24951	HANDLE, DUST MOP, FOR 18", 36", & 60" METAL FRAMES SWIVEL ACTION INDUSTRIAL CHEMICAL CO. RUBBERMAID SNAP-ON, 60" HANDLE, M11600	each	305			
55	23363	MOP, HEAD, BLUE, 16 OZ., WET, 12/CS BLUE BLEND SSS38010, SCREW TYPE	case	257			
56	23362	MOP, HEAD, 24 OZ., WET, SCREW TYPE, WHITE IN COLOR, COTTON/SYNTHETIC BLEND, CUT END, 4 PLY, 12/CASE O-CEDAR COMMERCIAL #7841,	case	196			
57	22782	GLASSES, SAFETY, GREY POLYCARBONATE LENS, BLACK FRAME, SCRATCH RESISTANT, PYRAMEX #SB1820S, STYLE 8213 WILLSON #11150361 (GREY FRAME)	pair	2			
58	22391	BUCKET, WITH WRINGER, 1 PC COMBO, 35QT/32OZ 35 QUART BUCKET, 32 OZ. WRINGER TRIPLE "S" UNIBODY MODEL 351SSS CONTINENTAL 351YW	each	69			
59	6529	SOCKET, DRIVER 5/16" HEX, 6" LENGTH MIL 49663016, IRWIN (7376594832) ***MUST BE LONG SHANK***	each	2			
60	6349	GOGGLE, VENT CAP SAFETY, SOFTIE #551 OR CREWS #220 GOGGLE IND. WRAPPED, U.S. SAFETY #283507 EASTERN E-4, AMER. SAFETY #157-#206, CREWS #220, CLEAR GATEWAY SAFETY VENT CAP, CLEAR (10PER/BX) MFG#32021	each	3			

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61	6345	GLOVES,DOUBLE LEATHER PALM,SEWN BIG JAKE 1712, TUF-COR 7550L SEATTLE GLOVE INC., MFG#1270P	pair	TBD			
62	6344	GLOVE, LEATHER PALM, LARGE MEMPHIS J1300 W/SAFETY CUFF 120 PAIR PER CASE SGI 1160-L, SGI 1260	pair	143			
63	6343	GLOVE,SIDE SPLIT DOUBLE LEATHER PALM,LARGE RADNOR #7572	pair	44			
64	6342	GLOVES, COTTON, PLASTIC DOT SECURITY SAFETY SSG10 STRING KNIT DOTS ON PALM SIDE ONLY NOT REVERSIBLE CORDOVA 3801L, WESTCHESTER 708SK(K808), BOSS 1JP5521	pair	4993			
65	6064	TWINE, PARCEL POST,16 PLY, 2 - 2-1/2 LB. BEACON BLEND TWINE (401908-00) SCHERMERHORN BROS.CO. PRODUCT# 050681 - 30 CONES/CS	cone	40			
66	6060	TAPE, MASKING 2" WIDE, 60 YD/ROLL 3M #212, 232 OR EQUAL (CPI BRAND)	roll	503			
67	6018	CLEANER, HAND 14oz. Plastic Cartridge GOJO #300080; Manuf# 1141-12; Velocity A; Case Pack 12; UPC 073852011418 *PLEASE SUBMIT MSDS WITH PRODUCT*	can	18			

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68	5258	PREVENTIVE, RUST 16 OZ. WD-40, NO BULK PACK NO SUB, MF - 10016, *PLEASE SUBMIT MSDS WITH PRODUCT*	can	104			
69	5238	WASP, SPRAY 12 OZ CAN, 12/13.5 OZ CANS, WASP & HORNET KILLER IIb MISTY #A00437 (2378320168) *PLEASE SUBMIT MSDS WITH PRODUCT*	case	13			
70	5237	INSECT, SPRAY 6OZ.CAN, 12/CASE, REPELS MOSQUITOES, CHIGGERS, TICKS AND BITING FLIES QUESTVAPCO # 435 (3178800017) *PLEASE SUBMIT MSDS WITH PRODUCT*	case	8			
71	4024	TOWEL, WIPER, 15" X 16.75", 15 BOXES/CS SOFT COTE (#5517) - SCOTT 34256 UNISOURCE #10281995	case	39			
72	3019	TOWEL, DISPOSABLE, TERRI WIPERS, 15" X 28" 300/CASE 17" x 30" IS ACCEPTABLE OR 15" X 28" ABATIX TWLSBT-15	case	831			
73	1627	WATER, SPRING, 6-1 GAL *CASE DO NOT STACK MORE THAN 2 LEVELS *MUST BE PACKAGED IN CASES/NO LOOSE GALLONS CRYSTAL GEYSER	case	180			
74	1622	TOWEL, TERRY, FACE, 16" X 30", WHITE, WITH A BOBBY BORDER ORR TEXTILE #1010100301630C	each	427			

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75	1568	PAD, SCOURING, 6"x9", GENERAL PURPOSE, GREEN 20/BOX (3 BOXES PER CASE) SCOTCH BRITE #3M08293	each	4816			
76	1525	DETERGENT, LAUNDRY 6.16 LB. BOX; 80 LOADS APPROX **PREFERRED - ALL WITH OXY CLEANING AGENT 4 BOX/CASE; 60 CASES/PALLET; ALL OR ALL FREE AND CLEAR ACCEPTABLE OR APPROVED EQUAL *PLEASE SUBMIT MSDS WITH PRODUCT*	box	3916			
77	1524	DETERGENT, DISHWASHING, 30 OZ, PAMOLIVE (855 ML) PLUS, 9 BOTTLES/CASE - NO SUB *PLEASE SUBMIT MSDS WITH PRODUCT*	each	3546			
78	1501	BUCKET, MOP,10 QT, HEAVY DUTY, GREY, DURABLE STEEL HANDLE, BUILD IN POUR SPOUT/MOLDED GRADUATIONS CONTINENTAL - 8110GY, RUBBERMAID #2963	each	30			
79	1482	BAG, FREEZER, GAL, 30 BAGS/BX 1 GAL. ZIPLOC DOUBLE ZIPPER FREEZER BAG	box	639			
80	1479	WEX-CIDE, GERMICIDE PRODUCT, CLEAN-UP READY TO USE, QUART WEXFORD LABS *PLEASE SUBMIT MSDS WITH PRODUCT*	quart	687			
81	915	WRINGER, FOR 16 AND 32 OZ. MOP HEADS, PRESS DOWN WRINGER, YELLOW IN COLOR CONTINENTAL #SW7YW, RUBBERMAID #7575-88 ** FITS BUCKET 35QT. - 44QT. SIZE ** MUST FIT CUSTODIAL BUCKETS IN STOCK **FITS MOP HEAD 16OZ. - 32 OZ. SIZE	each	295			

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82	915	WRINGER, FOR 16 AND 32 OZ. MOP HEADS, PRESS DOWN WRINGER, YELLOW IN COLOR CONTINENTAL #SW7YW, RUBBERMAID #7575-88 ** FITS BUCKET 35QT. - 44QT. SIZE ** MUST FIT CUSTODIAL BUCKETS IN STOCK **FITS MOP HEAD 16OZ. - 32 OZ. SIZE	each	295			
83	909	DOLLY,PLATFORM,4-WHEEL,30"X60" 2000 LB. CAP., 8" CASTERS, 1" OAK DECK REMOVABLE HANDLE, FAIRBANKS #E-28Q-3060 W/ # 411-30-KIT OR CROWN #35 MSC Part#91278127	each	30			
84	908	DOLLY,HAND 2-WHEEL,10"X2" METAL WHEELS (NO PLASTIC)HARPER #5486, COLSON #609-10 OR COMPLETE PACKAGING #34, DAYTON 40191 (2W063)	each	8			
85	904	TOWEL, WIPER,13 X 15.5", WHITE, 100/CS **MUST BE WASHABLE AND SOLVENT RESISTANT CHICOPEE 8481 OR APPROVED EQUAL	case	133			
86	903	TOWEL, SHOP, TRACEL, 12" X 14", 500/CS KIMBERLY CLARK #33560	case	22			
87	902	TOWEL, HAND, MULTI-FOLD, 9-1/2"X9-1/4", 25.0 WT., 100% RECYCLED PAPER 40% POST-CONSUMER, 4000/CASE , MUST MEET EPA GUIDELINES, **MUST BE ON PALLETS - STACKED 5 CASES HIGH ONLY, DOUBLE STACKED 1800 PER TRUCK BAYWEST 483, GEORGIA PACIFIC 245-90, ACCLAIM 20204, TORX UNIVERSAL MK520A	case	3392			

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82	909	DOLLY,PLATFORM,4-WHEEL,30"X60" 2000 LB. CAP., 8" CASTERS, 1" OAK DECK REMOVABLE HANDLE, FAIRBANKS #E-28Q-3060 W/ # 411-30-KIT OR CROWN #35 MSC Part#91278127	each	30			
83	908	DOLLY,HAND 2-WHEEL,10"X2" METAL WHEELS (NO PLASTIC)HARPER #5486, COLSON #609-10 OR COMPLETE PACKAGING #34, DAYTON 40191 (2W063)	each	8			
84	904	TOWEL, WIPER,13 X 15.5", WHITE, 100/CS **MUST BE WASHABLE AND SOLVENT RESISTANT CHICOPEE 8481 OR APPROVED EQUAL	case	133			
85	903	TOWEL, SHOP, TRACEL, 12" X 14", 500/CS KIMBERLY CLARK #33560	case	22			
86	901	TOWEL, HAND CLEANER WATERLESS 10-1/2"X12-1/4", WATERLESS,ANTIBACTERIAL 72 TOWELS/PAIL- 6 PAILS/CASE "DYMON SCRUBS" - ITW DYMON 42272 KIMBERLY CLARK 91341 90/PAIL *PLEASE SUBMIT MSDS WITH PRODUCT*	pail	23			
87	893	SQUEEGE, WINDOW, 16" W/ 60' HANDLE UNGER NE 400-S OR - CONTINENTAL CO 2475	each	85			

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88	892	SQUEEGE, FLOOR, 24" W/60" HANDLE WHITE #222-24 UNGER-FE60(HEAD)AL14A(HANDLE)FAAI(ADAPTER) CO-2400 (SQUEEGE) & COM 109060-12 (HANDLE)	each	26			
89	891	SQUEEGE, WINDOW, 8" W/4-1/2" HANDLE CONTINENTAL 2470-8 WJ DENNIS 33-8	each	24			
90	888	SPONGE, GENERAL PURPOSE, APPROX. SIZE 1-3/4"X4-1/2"X6", 24/CASE DETAILERS CHOICE# 9-3, RIDLEY VACUUM#300195	each	95			
91	885	SIGN, FLOOR, "WET FLOOR", ENGLISH/SPANISH RUBBERMAID 6109-77 OR CONTINENTAL #124-S, CONTINENTAL 119, BI-LINGUAL RM6112 24"	each	380			
92	875	SCRAPER, FLOOR, ALUMINUM LONG HANDLE, 4" WIDE BLADE (48" OVERALL LENGTH) CONTINENTAL - 2562 (CO2562-10) UNGER - LH12C	each	398			
93	871	REFILL, METER MIST, AIR FRESHENER, VANILLA SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	100			
94	869	REFILL, METER MIST, AIR FRESHENER, ORANGE SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	43			

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95	868	REFILL, METER MIST, AIR FRESHENER, APPLE SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 467 , TIME MIST - TMS 2516	case	79			
96	867	REFILL, METER MIST, AIR FRESHENER, FRESH & CLEAN SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 478 & 472, TIME MIST - 2502,	case	129			
97	866	REFILL, METER MIST, AIR FRESHENER, CINNAMON SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 469, ZEP - 327101	case	63			
98	865	REFILL, METER MIST, AIR FRESHENER, CHERRY SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 455, TIME MIST - TMS 2517,	case	163			
99	860	RAGS, WIPING, #1 WHITE COTTON SHEETING, PACKED IN 25 LB. (NET) CARDBOARD CARTONS. (NO SILK)	box	350			
100	859	RAGS, WIPING, COTTON, 50LB/CS, 24"SQ. OR LARGER (NO SILK) PACKED IN CARDBOARD CARTONS (25 LB.) #1 WHITE COTTON SHEETING	case	607			

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101	858	RAKE, LEAF, 24" WIDTH, SPRING BREAK STEEL, 24 TINES, 24" WIDTH, 54" HANDLE UNION TOOL #64582	each	68			
102	856	POLISH, FURNITURE, AEROSOL, 12/CS 15.5 OZ. NET WEIGHT; FULLER BRUSH "FULL SPARKLE" NLS LEMON-SHINE; NEW LUSTRE FURNITURE POLISH LEMON LUSTER #2140 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	110			
103	855	PLUNGER, TOILET FORCE CUP FREE FLOW #C-107 STANCO MAGNOLIA BRUSH #148	each	141			
104	851	PAN, DUST, SHORT HANDLE, 11-3/4" X 7-3/4" WHITE #6 OR CONTINENTAL #715	each	46			
105	848	PAD, STEEL WOOL, MEDIUM COARSE #2 SUPREME, 16 PADS PER PACKAGE	package	95			
106	844	PAD, SCOURING, STAINLESS STEEL, 1-1/2" X 4" BELL # 9560, KURLY KATE # 75	each	426			
107	839	MOP, HEAD, 32 OZ., SCRUB, 4 PLY, COTTON WILEN #2124-32, CRYSTAL LAKE #12608	each	595			

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108	838	MOP, HEAD, 16 OZ., WET, 4 PLY, RAYON SADDLE TYPE, WILEN #219-16, CRYSTAL LAKE #12595, KLEEN #RS16 OR APPROVED EQUAL	each	3234			
109	837	MOP HEAD, FINISH MASTER 16 OZ. SCREW TYPE, FOR MATERIAL #824 LAYFLAT 51216, ABCO RM-32016-F	each	895			
110	834	MAT, FLOOR,INSIDE ,4'X6',GRAY COARSE OLEFIN SQUARES, DEEP RECESSED CHANNELS, "WATER DAM" AROUND PERIMETER, NO TRAX "GUZZLER", ANDERSON	each	191			
111	833	MAT, FLOOR, OUTSIDE 36"X48" INDIVIDUALLY PKG.,GLD OR BEIGE,POLYVINYL CHLORIDE,EXTRUSION COATED NYLON APACHE #01-50-2441 **BOXED INDIVIDUALY	each	102			
112	827	SCRAPER, GUM, 1-1/2" WIDE BLADE, IMPACT STAINLESS STEAL BLADE, INDIVIDUAL BOXED, RUST RESISTANT RED DEVIL - 4501, IMP3200	each	611			
113	826	HOSE, WATER, RUBBER W/FITTINGS,5/8" X 50' BLACK OR RED - NO NYLON HOSE - RUBBER ONLY SWAN# PM 5850, FLEXON PH-5850	each	38			
114	824	HANDLE, FINISH MASTER, SCREW-TYPE, 60" INTERNAL SCREW, FEMALE TYPE END, LAY-FLAT FINISH MASTER, FOR USE WITH 16 OZ. FINISH MASTER MOP, MATERIAL NO. 837 FU7057, ALLSTAR J18135	each	508			

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Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
115	822	HANDLE, MOP, FOR WEDGE DUSTERS CRYSTAL-LAKE #81230, WILEN #90102 OR "SSS" #360-2025 (89022) OR ABCO #BH25000	each	2			
116	821	HANDLE,MOP,FOR 32OZ SCRUB,SCREW CLAMP 60", CRYSTAL LAKE #12634	each	383			
117	819	HANDLE, MOP 16 OZ.,JR. SIZE, CLAMP TYPE CRYSTAL LAKE 14542, ABCO 1202 JR. QUICK CHANGE 70062-14642 NO PLASTIC	each	506			
118	818	HANDLE, MOP, FIBERGLAS,60",16 OZ., CLAMP (HINGED SIDE GATED CLAMP) UNISOURCE - U18155	each	505			
119	815	HANDLE, BRUSH 72" X 15/16" DIAMETER STANDARD THREAD	each	105			
120	814	BOTTLE, PLASTIC, 24 OZ., CENTER NECK, W/ RED & WHITE SPRAY-PRO SPRAYER CONTINENTAL - 924B (BOTTLE) 902RW9(SPAYER)	each	792			
121	812	GRABBER, TRASH 28 IN. CARLISLE 36374400 #UNG NN90(36 IN.)	each	273			

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Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
122	811	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE XL MCR - MEMPHIS NEOMAX 6912XL CORDOVA- 6872XL	pair	41			
123	810	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE L MCR - MEMPHIS NEOMAX 6912L CORDOVA- 6872XL	pair	144			
124	809	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE M MCR - MEMPHIS NEOMAX 6912M CORDOVA- 6872M	pair	121			
125	808	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE S MCR - MEMPHIS NEOMAX 6912S CORDOVA- 6872S	pair	34			
126	807	FLASHLIGHT, 2 CELL - EVEREADY # 1251 OR RAY-O-VAC # IN-2 OR BRIGHT STAR INDUSTRIAL HEAVY DUTY FLASHLIGHT - BGT10500 REQUIRES 2 "D" CELL BATTERIES	each	178			
127	796	FAN, FLOOR 18 - 20", 3-SPEED DAYTON 4C613-B, 4CH68 GRAINGER LAKEWOOD HV-18, BOSTON HARBOR 9633082 MSC #09733296 NULINE SUPERTEST CD214, MSC#3173892 LASKO AK9500 AIR KING 3XJ431/9218,ALOHA BREEZE 12001	each	129			

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Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
128	795	ODOR, ELIMINATOR,1 GAL BTL,4 PER CS INSTANT ORGANIC ODOR CONTROL CDC ODOR ENZYME,BIO-ZYME; LAST GROUP-ZYME ALIVE HAWKS SOLUTIONS "BIO CONTROL" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	69			
129	793	DUSTER, FEATHER, 23 IN., 11" HANDLE DUSTER CAT # DUS23, DOW-1203G-C; 4603 UNISAN - PRODUCT NUMBER 23FD	each	385			
130	786	DISPENSER, METER MIST AIR FRESH, ON/OFF CONTROL, SPRAY SETTING CONTROL, REFILL INDICATOR LIGHT, BATTERY OPERATED (NOT INCLUDED) WHITE IN COLOR, FITS 7 OZ. REFILL CANISTER GJO-10440 , BIG D-757,	each	335			
131	783	DISINFECTANT,AEROSOL,15OZ NET WEIGHT CAN (12/CASE)ZENEX, ZENATIZE HOSPITAL GRADE OR PROLINK ALLSTAR HOSPITAL SPRAY, UNSCENTED; UNISOURCE-SUD N KLEEN QUESTVAPCO MFG#3100 OR MAXIM #DS411 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	157			

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Name: Janitorial Floor Chemicals, Cleaners & Supplies						
Price Schedule						
Name of Company: _____						
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price of Delivery Days
Janitorial Supplies						
132	782	DETERGENT, LAUNDRY, INSTITUTIONAL, PROCTOR & GAMBLE,TIDE, 36 LB. BOX P&G# 84959160 *PLEASE SUBMIT MSDS WITH PRODUCT*	box	351		
133	773	CLEANER, GRAFFITI PASTE, 6/16OZ CANS/CS E-Z QUI, "A-BEN-A-QUI" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	12		
134	772	CLEANSER, POWDER, 21 OZ CAN; 24 CANS PER CASE COMET PGC# 32987, AJAX CP# 35110-14278 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	152		
135	769	CLEANER, STAINLESS STEEL, SHEILA SHINE, 1 GAL CONTAINER 4 GAL/PER CASE BUCKEYE# *PLEASE SUBMIT MSDS WITH PRODUCT*	gallon	354		
136	766	CLEANER, COMMODOE/SINK 12 QT./CASE 12 -1 QT BOTTLES/12 BOTTLES PER CASE CREW #04578, SSS #13003 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	478		
137	765	CART, CUSTODIAL, W/VINYL BAG, 38"X20"X37-1/2" STRUCTURAL PLASTIC-CONTINENTAL #184GY (REPLACEMENT FOR THE CONTINENTAL #174GY) OR WHITE #6850	each	70		

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Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
138	764	CAN, GARBAGE, 20 GAL., GALV., W/LID DOVER #621 ,BEHRENS #1211	each	224			
139	763	CAN, SAFETY, 5 GAL. HEAVY DUTY, RED GALVENIZED STEEL CAN W/FLIPTOP, NON-SPARKING POUR SPOUT & SCREEN, HEAVY DUTY **MUST MEET OSHA REQUIREMENTS GRANGER #2W313, EAGLE#U150 S-TYPE 1	each	42			
140	762	BUCKET, WATER,14 QT, HEAVY DUTY, GREY, DURABLE STEEL HANDLE, BUILD IN POUR SPOUT/MOLDED GRADUATIONS CONTINENTAL #8114GY , RUBBERMAID #2614	each	112			
141	761	BUCKET, MOP 44 QT., NON-MARKING CASTERS, W/SPLASH GUARD, YELLOW IN COLOR CONTINENTAL #Y4043YW ** USE W/WRINGER HISD#915	each	168			
142	760	BUCKET, MOP 35 QT., NON-MARKING CASTERS, W/SPLASH GUARD, YELLOW IN COLOR RUBBERMAID #7570-88, CONTINENTAL #335-3YW **USE W/WRINGER HISD#915	each	84			
143	757	BRUSH, DUST, 8" X 2-1/2" HDL WOOD, BRISTLES BLK MSC PRO SOURCE BRAND-PRODUCT NUMBER 09320030	each	82			
144	755	BRUSH, BOWL, NYLON BRISTLE,W/PLASTIC HANDLE 15", PKG/24 PER CASE VILEDA-#134759,	each	528			

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Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
146	753	WITH 6" BASS FIBER BRISTLES 54" HANDLE-MAGNOLIA BRUSH #1516 OR APPROVED EQUAL	each	21			
147	752	BROOM, POLYPROPYLENE BRISTLES,WITH METAL HANDLE RUBBERMAID #6389-06, ORDER IN LOTS OF 6 UNISOURCE #10442035	each	820			
148	748	CLEANER, BOWL BLOCK, DEODORANT INDIVIDUALLY PACKAGED - CDC "RIM STICK" SPRING GREEN #33190, OR APPROVED EQUAL *PLEASE SUBMIT MSDS WITH PRODUCT*	each	TBD			
149	747	BLEACH, CLEANER 96 OZ., PER BOTTLE/CASE, CLOROX, LASSO, ULTRA PUREBRIGHT *PLEASE SUBMIT MSDS WITH PRODUCT*	case	1627			
150	746	BLADE,FOR LONG FLOOR SCRAPER,10/TUBE, CARBON STEEL BLADE K750-100, UNGER-RB10C	tube	431			
151	744	BASKET, WASTE PAPER, BROWN, METAL, ROUND, 13-1/2" DIA. X 14-1/2" HIGH, CONTINENTAL #71NBN OR APPROVED EQUAL	each	410			
152	742	(13% OF 26 BAUME AMMONIA)PLASTIC BOTTLE WITH SCREW CAP 12 CASE LABBCO LASSO,EAGLE "CLEAR AMMONIA" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	25			

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RFP #: 15-05-06							
Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
<p>Enter the percentage (%) discount in column "C" (%). One one discount per catalog. A percentage (%) range will not be accepted. List the date of the catalog and the date of the price list (beginning date of the catalog/price list). The date shall be month/date/year or month/year.</p> <p>The catalog and manufacturer price list should be the most current.</p> <p>For each catalog that a percentage (%) discount is offered, the Proposer must enter the manufacturer's complete "website address".</p>							
Other Catalogs							
Line Item #	Name of Manufacturer Catalog	Percentage (%) discount	Price List Date	Catalog Date	Complete "Website Address" of catalog	If percentage is not off the "full" specify the category or categories	
1							
3							
4							
9							
10							
12							
13							
14							
15							
16							
17							
18							

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3.3 SPECIFICATIONS:

3.3.1 DILUTION SYSTEM CLEANERS AND DISINFECTANTS

A. CLEANER, GENERAL PURPOSE, LIQUID, CONCENTRATE:

Scope: This specification established the requirements for a liquid anionic and nonionic detergent, all-purpose cleaner concentrate for use in cleaning hard, smooth surface, including porcelain, steel, glass, and painted surfaces. The product will be used with hand sprayers for spot cleaning or with wall cleaning machines for large-area surface cleaning.

Requirements:

1. **Must be GREEN SEAL CERTIFIED**
2. Must contain no AEPOS, EDTA's, or perfumes
3. Must be biodegradable
4. Must contain no butyl (CAS. 111-76-2)
5. Must contain no acids, solvents or caustics
6. Shall be designed for all washable surfaces
7. Shall require no rinsing
8. Must run through a dispensing system
9. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box
10. NFPA must be no more than 1, 0, 0

B. DISINFECTANT, LIQUID, CONCENTRATE:

Scope: This specification established minimum requirements for disinfectant in concentrated liquid form, for use as disinfectant, deodorizing, and cleaning to control pathogenic organisms on surfaces in a school based environment.

Requirements:

1. Must provide non selective action against all major classes of microorganisms including bacteria, fungi, viruses and must be inactivated by blood, pus or serum, HIV-1, MRSA, HBV, HCV Claim
2. Must be hospital grade and meet blood borne pathogen standard for one step disinfectant
3. Must not contain perfume or color
4. Must be PH neutral
5. Must have an EPA registered dilution rate
6. Must have a shelf life of at least 3 years in concentrate 1 year in diluted state
7. Must be stable in hard water
8. Must run through a dispensing system
9. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box
10. NFPA must be no more than 3, 0, 0

C. CLEANER, GLASS, NON-STREAKING, LIQUID, CONCENTRATE:

Scope: This specification establishes minimum requirements for liquid window and mirror cleaner concentrate.

Requirements:

1. **Must be GREEN SEAL CERTIFIED**

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2. Must be non ammoniated, and contain no alcohol of butyl (CAS. 111-76-2)
3. Must be biodegradable
4. Must contain on AEPOS, EDTA's, or perfumes
5. Must be PH neutral (7.0) when diluted
6. Must be a non streaking formula
7. Must be safe on plexi-glass
8. Must have no flash point
9. Must be effective for windows, mirrors, chrome, stainless steel, computer screens, and optical scanners
10. Must require no rinsing
11. Must be 0,0,0 for the NFPA rating
12. Must run through a dispensing system
13. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

D. CLEANER, NEUTRAL FLOOR, LIQUID, CONCENTRATE:

Scope: This specification established minimum requirements for a concentrated liquid product for use as a floor cleaner.

Requirements:

1. Must be GREEN SEAL CERTIFIED
2. Must be pH neutral (7.0) in concentrate and dilute
3. Must contain on AEPOS, EDTA'S, or perfumes
4. Must be no rinse formula
5. Must be non foaming
6. Must work in hard water
7. Must be NFPA rating of no higher than 1,0,0
8. Must run through a dispensing system
9. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

E. CARPET CLEANER, LIQUID, CONCENTRATE:

Scope: This specification establishes minimum requirements for a carpet and upholstery cleaner to be used in carpet extraction machines.

Requirements:

1. Must be wool safe approved
2. Must NOT contain optical brighteners
3. Must be low foaming
4. Must leave no residue
5. Must contain no butyl (CAS. 111-76-2)
6. Must run through a dispensing system
7. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

3.2.2 GRAFATTI REMOVER

A. INDOOR/OUTDOOR GRAFATTI REMOVER

Scope: A convenient ready-to-use professional strength aerosol spray that effectively removes wall graffiti. Dispenses as a foam and clings to the surfaces. 12-20oz. cans per case.

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Requirements:

1. Does not contain methylenechloride
2. pH 12.5-0.5
3. Biodegradable
4. Phosphate free
5. Rinses completely with hot or cold water

3.2.3 HARD FLOORCARE

A. FLOOR FINISH, GREEN SEAL CERTIFIED:

Scope: This specification established minimum requirements for a green seal certified floor finish. It is intended for use on flooring surfaces at green schools composed of vinyl composition tile (VCT), vinyl asbestos tile (VAT), terrazzo, marble and other comparable hard floor surfaces. This floor finish will be applied using the skillful application of modern techniques and equipment. HISD uses a high speed, dry buff, system on all hard floors.

Requirements:

1. Must be GREEN SEAL CERTIFIED
2. Must be UL listed for slip resistance
3. Must be non powdering
4. Must be non yellowing
5. Must be Self leveling
6. Must be ammonia free
7. Must be repairable without the use of an enhancer
8. Must be zinc free
9. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

Product Evaluation will be conducted to determine quality in the following areas:

- a. Color and Film
- b. Reparability without enhancer
- c. Slip Resistance
- d. Wet Traffic Resistance
- e. Spreading and Leveling
- f. Film Characteristics (cracking, crazing, whitening)
- g. Odor
- h. Flexibility and Adhesion
- i. Water-spotting Resistance
- j. Rubber marking resistance
- k. Removability

B. FLOOR STRIPPER, LIQUID CONCENTRATE, GREEN CERTIFIED:

Scope: This specification established minimum requirements for a concentrated liquid product for use in emulsifying multiple layers of old polymer finished from floor surfaces.

Requirements:

1. **Must be GREEN SEAL CERTIFIED**
2. Must contain no butyl (111-76-2)
3. Must contain no AEPOS, EDTA'S, or perfumes

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4. Must work in cold water
5. Must have low odor
6. Must be safe to use on flooring surfaces composed of vinyl composition tile, vinyl asbestos tile, terrazzo, marble and other comparable hard floor surfaces

Product Evaluation will be conducted to determine quality in the following areas:

- a. Rinse ability
- b. Floor Stripping Efficiency

C. HIGH STRENGTH FLOOR FINISH FOR HALLWAY:

Scope: This specification established minimum requirements for a high strength floor finish for hallways based on a metal-cross linked polymer emulsion. It is intended for use on flooring surfaced composed of vinyl composition tile (VCT), vinyl asbestos tile (VAT), terrazzo, marble and other comparable hard floor surfaces. This floor finish will be applied using the skillful application of modern techniques and equipment. HISD uses a high speed, dry buff, system on all hard floors.

Requirements:

1. Must be UL listed for slip resistance
2. Film Color must be water clear
3. Must NOT contain optical brighteners
4. Must be designed for high speed burnishing
5. Must be repairable without the use of an enhancer
6. Must resist scuffs and black heel marks
7. Must be non powdering
8. Must be non yellowing
9. Must be Self-leveling
10. Must be a sealer/finish combination
11. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

Product Evaluation will be conducted to determine quality in the following areas:

- a. Color and Film
- b. Reparability without enhancer
- c. Slip Resistance
- d. Wet Traffic Resistance
- e. Spreading and Leveling
- f. Film Characteristics (cracking, crazing, whitening)
- g. Odor
- h. Flexibility and Adhesion
- i. Water-spotting Resistance
- j. Rubber marking resistance
- k. Removability

D. STANDARD STRENGTH FLOOR FINISH FOR CLASSROOMS:

Scope: This specification established minimum requirements for a standard strength floor finish for classroom based on a metal-cross linked polymer emulsion. It is intended for use on flooring surfaced composed of vinyl composition tile (VCT), vinyl asbestos tile (VAT), terrazzo, marble and other comparable hard floor surfaces. This floor finish will be applied using the skillful application of modern techniques and equipment. HISD uses a high speed, dry buff, system on all hard floors.

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Requirements:

1. Film Color must be water clear
2. Must have no optical brighteners
3. Must resist scuffs and black heel marks
4. Must be UL classified for slip resistance
5. Must be repairable without the use of an enhancer
6. Must be non-powdering
7. Must be non-yellowing
8. Must be self-leveling
9. Must be designed for high speed burnishing (propane)
10. Must be sealer/finish combination
11. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

Product Evaluation will be conducted to determine quality in the following areas:

- a. Color and Film
- b. Reparability without enhancer
- c. Slip Resistance
- d. Wet Traffic Resistance
- e. Spreading and Leveling
- f. Film Characteristics (cracking, crazing, whitening)
- g. Odor
- h. Flexibility and Adhesion
- i. Water-spotting Resistance
- j. Rubber marking resistance
- k. Removability

E. FLOOR STRIPPER, LIQUID CONCENTRATE:

Scope: This specification establishes minimum requirements for a concentrated liquid product for use in emulsifying multiple layers of old polymer finished from floor surfaces.

Requirements:

1. Must contain no butyl (CAS.111-76-2)
2. Must work in cold water
3. Must have low odor
4. Must be safe to use on flooring surfaces composed of vinyl composition tile, vinyl asbestos tile, terrazzo, marble and other comparable hard floor surfaces
5. HISD prefers that these items packaged in a biodegradable 5 gallon bag in box

Product Evaluation will be conducted to determine quality in the following areas:

- a. Rinse ability
- b. Floor Stripping Efficiency

3.2.4 WOOD FLOOR CARE

A. FLOOR FINISH WOOD FLOORS, WATER BASED:

Scope: This specification establishes minimum requirements for a water based wood floor finish.

Requirements:

1. 1 PAST, 100% Oil Modified Urethane (No Mixing)

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2. 50 grams/Liter VOC Content or less
3. 30% solid content
4. MFMA Approved
5. No protective mask required

B. FLOOR FINISH WOOD FLOORS, OIL-BASED:

Scope: This specification establishes minimum requirements for an oil based wood floor finish.

Requirements:

1. 100% Oil Modified Urethane
2. 450 grams/liter VOC Content (EPA required minimum) (Volatile Organic Compounds VOC)
3. 50% solid content
4. ASTM A5- A viscosity or less
5. MFMA Approved

C. FLOOR PREP CLEANER:

Scope: This specification established minimum requirements for a cleaner to remove dirt and soil during wet screening wood floor process.

Requirements:

1. Must be UL listed for slip resistance
2. Must effectively remove dirt and soil during the wet screen process
3. Must be Ammonia Free
4. Must be ready to use
5. HISD prefers that these items are packaged in a biodegradable 5 gallon bag in box

3.2.5 ACCESSORIES

A. Dilution System - No Cost:

Scope: This specification established minimum requirements for a dilution system compatible with the concentrated products supplied by this proposal.

Quantity: Requires Maximum of 1050 dispensers for the District. Each location should receive the following for each type of facility.

Facility Type	Average number of dispensers required per location depending on location size:
Elementary School	3
Middle School	4
High School	5
Other Facilities	3

Requirements:

1. A closed system is preferred

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2. Unit should be able to fill mop buckets or spray bottles
3. Unit should be able to dilute all 5 products from system
4. Dispenser should be water powered only, no electricity or battery power allowed
5. Dispenser must have a lifetime warranty backed by the manufacturer
6. Dispenser must contain a backflow preventer
7. Vendor may provide the following options for dispenser flexibility
 - 5 station unit with stand
 - 1 station unit with stand
 - 1 station unit with shelf adapter
8. Dispenser must install with only one connection to standard threaded faucet
9. Container label, secondary labels and wall chart labels must be color coded to match for each specific products
10. Labels must to in English and Spanish
11. Easy to dispense container
12. Operating instructions for use must be labeled if applicable
13. Vendor must install units; HISD will insure water supply at designated dispenser area
14. During the contract period all maintenance on and repair of dispensing system is to be provided by the vendor including dilution ratio maintenance

B. Empty Trigger Spray Bottles:

Scope: This specification established minimum requirements for 24 oz bottles with trigger sprays.

Requirements:

1. Must be silk screened labeled with product name on the bottle.
2. Must be 24 oz. to 32 oz. Bottles
3. Labels must have both English and Spanish on the same label
4. Must have name of chemical product with number system on bottle
5. Bottles must be color coded to match product and dispensing system

3.2.6 SUPPLIES

Mops: This specification established minimum requirements for microfiber mop products, Filmop Brand or Equivalent.

Requirements:

1. Flat mop products will be chlorine bleach safe for laundering purposes and withstand multiple washings.
2. Wet mops must be microfiber string style mops or top down dousing system microfiber flat mops, bucket less flat mops with Adjustable Ergonomic handles.
3. Dust mops should be flat looped microfiber.

3.2.7 TRAINING

- A. Proposer shall provide Training on How to use the Chemicals, Application of the Chemicals, and Dilution of the Chemicals:

1. **See refer to the *Questionnaire Response***

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3.4 COST: Supplier shall provide a 30-day written notice of any price changes during the term of the Agreement and provide supporting manufacturer and/or distributor documentation to support such price adjustments.

3.5 EVALUATION FACTORS: The evaluations committee will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each proposal received will be analyzed to determine overall responsiveness and completeness as defined in the scope section and in the instructions on submitting a proposal. Failure to comply with the instructions or to submit a complete proposal may deem a proposal non-responsive and may at the discretion of the Evaluation Committee be eliminated from further evaluation.

If the evaluation committee has reasonable grounds to believe that the proposer with the highest ranking score is unable to perform the required services to the satisfaction of HISD, HISD reserves the right to make an award to another proposer who in the opinion of the evaluation committee would offer HISD the best value. Some indicators (but not a complete list) of probable supplier/proposer performance concerns are: past supplier performance; the proposer's financial resources and ability to perform; the proposer's experience or demonstrated capability and responsibility; and the supplier's ability to provide a reliable on-going business relationship and the maintenance of on-going agreements and support.

Criteria #	Criteria Description	Weighted Value
1	the purchase price	30%
2	the reputation of the Proposer and of the Proposer's goods or services	10%
3	the quality of the Proposer's goods or services	15%
4	the extent to which the goods or services meet the District's needs	15%
5	the Proposer's past relationship with the District	10%
6	the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses	10%
7	the total long-term cost to the District to acquire the Proposer's goods or services	10%
8	for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state	0%
9	List and weigh any other relevant factors	0%

IV. PRICING SHEETS INCLUDING ELECTRONIC SUBMITTAL REQUIREMENTS.

Procurement E-Commerce Solutions

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HISD uses SAP-SRM as its e-Procurement system for the purchase of goods. As an extension of SRM, HISD may implement "Punch-out" capability for selected awarded suppliers and will continue to improve the technology for HISD's internal "hosted" catalogs. All orders would then be sent to the awarded Suppliers electronically, thus significantly reducing the order processing lead-time.

Proposers shall answer the following questions when submitting a proposal and include this information in Tab 5 of their proposal.

1. Do you have e-commerce capability? _____
2. Do you have punch-out catalogs in place today? _____
3. Does your company have any internal electronic catalogs with any customers? _____
4. Can you comply with SAP OCI 4.0 (Open Catalog Interface)? _____
5. Who is the point of contact in your company regarding IT issues? _____

For suppliers, this should reduce the time it takes to receive a purchase order and to ensure that suppliers with a contract(s) are being fully utilized. One option (Punch-out) will enable schools and departments at HISD to purchase goods electronically from a contracted supplier's website, thereby facilitating a shopping cart experience similar to Internet shopping. Awarded Suppliers are encouraged to have a website with online shopping capability and the capability to host HISD specific catalogs.

In the near future this will become the preferred method HISD will utilize to purchase goods for the entire district. The following links contain HISD "Punch-out" or "Hosted" internal catalog specs and information:

[HISD Punch-out Catalog Specs](#) .

The alternative to a "Punch-out" catalog is an internal catalog or "Hosted catalog" system in which the supplier will complete an Excel spreadsheet with bid items and pricing to be loaded onto HISD's SRM Internal Catalog System. The following link contains HISD Internal Catalog specs and information: [HISD Internal Catalog Specs](#) .

Proposer(s) are encouraged to complete either the Punch-Out or Internal Catalog template and submit by electronic form (Excel format); handwritten proposals will not be accepted. Proposers must include a USB flash drive or CD, properly labeled with company's name and project number, that contains the requested electronic catalog (electronic media supplied will not be returned and becomes property of the District).

Contact information: Operations & Strategic IT Support Team at SRM_MDM@houstonisd.org or 713-556-6515.

HISD reserves the right to select and determine the appropriate and most advantageous suppliers for the above electronic catalog solutions. HISD requests all suppliers to consider the resources and skills necessary within their company to meet the electronic catalog requirements of HISD. These include, but are not limited to, ongoing catalog maintenance, customization of any current websites, and any new software needing to be purchased and implemented for successful catalog implementation and management. Additionally, HISD reserves the right to invoke corrective action, up to and including termination of the supplier's contract, in the event that suppliers cause technical problems with the catalog system or use the system inappropriately by selling unauthorized items or making price changes without the prior approval of the Procurement Services Department.

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

V. FORM A - COMPANY INFORMATION:

Notice

This form requires a manual signature after each subsection, a manual signature on the final page and a notary attestation at the conclusion of the form, and must be included with the proposal in tab 2 of the Proposal.

STATE OF _____

COUNTY OF _____

§
§
§

**AFFIDAVIT OF OWNERSHIP, CONTROL
AND CORPORATE INFORMATION**

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

_____ [FULL NAME]

(HEREAFTER "AFFIANT"), _____ [STATE
TITLE/CAPACITY WITH PROPOSAL] OF (PROPOSAL'S CORPORATE/LEGAL NAME), WHO BEING BY ME DULY SWORN ON OATH
STATED AS FOLLOWS:

1. AFFIANT IS AUTHORIZED TO GIVE THIS AFFIDAVIT AND HAS PERSONAL KNOWLEDGE OF THE FACTS AND MATTERS
HEREIN STATED;
2. PROPOSER(S) SEEKS TO DO BUSINESS WITH THE DISTRICT IN CONNECTION WITH _____
_____ [DESCRIBE PROJECT OR MATTER] WHICH IS EXPECTED TO BE IN THE
AMOUNT THAT EXCEEDS \$10,000.
3. THE FOLLOWING INFORMATION IS SUBMITTED IN CONNECTION WITH THE PROPOSAL, SUBMISSION OR BID OF
PROPOSER IN CONNECTION WITH THE ABOVE DESCRIBED PROJECT OR MATTER.

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.1 SUBSECTION I - COMPANY INFORMATION:

COMPANY NAME _____

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER _____

HOME OFFICE _____ LOCAL OFFICE _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

TELEPHONE _____ FAX _____ TELEPHONE _____ FAX _____

CONTACT PERSON'S NAME _____

CONTACT PERSON'S TELEPHONE NUMBER _____ FAX NUMBER _____

CONTACT PERSON'S E-MAIL ADDRESS _____

1. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN CONTINUOUS OPERATION _____

2. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN BUSINESS UNDER ITS PRESENT BUSINESS NAME _____

3. DOES YOUR COMPANY PAY TAXES TO THE HOUSTON INDEPENDENT SCHOOL DISTRICT? _____

4. ARE YOUR TAX PAYMENTS TO HISD CURRENT? _____

5. DOES ANY OFFICER, PARTNER, OWNER, SALES REPRESENTATIVE AND/OR SPOUSE WORK FOR THE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

HOUSTON INDEPENDENT SCHOOL DISTRICT

☐ YES ☐ NO

6. TYPE OF BUSINESS ENTITY: ☐ PUBLICLY TRADED CORPORATION ☐ PRIVATE CORPORATION ☐ LIMITED PARTNERSHIP
☐ PARTNERSHIP ☐ SOLE PROPRIETORSHIP ☐ NOT FOR PROFIT ENTITY

7. IF CORPORATION, ANSWER THE FOLLOWING QUESTIONS:

DATE OF INCORPORATION _____

STATE OF INCORPORATION _____

CHARTER NUMBER _____

PRESIDENT _____

VICE PRESIDENT _____

CORPORATE SECRETARY _____

TREASURER _____

8. IF PARTNERSHIP OR CORPORATION , DATE OF ORGANIZATION CREATION _____

9. IF SOLE PROPRIETOR, NUMBER OF YEARS IN BUSINESS _____

10. NUMBER OF YEARS DOING BUSINESS WITH HISD _____

11. DO YOU HAVE EXPERIENCE WITH OTHER SCHOOL DISTRICTS? _____ YES _____ NO

12. IF YES, PLEASE LIST NAMES OF SCHOOL DISTRICTS _____

13. IS YOUR COMPANY CAPABLE OF PROVIDING A DEDICATED WEBSITE WITH YOUR CATALOG WITH HISD'S PRICING?

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

_____ YES; _____ NO. IF YES, CAN YOUR WEBSITE INTERFACE WITH SAP PUBLIC SECTION 7.0 / ECC 6.0 OPEN CATALOG INTERFACE (OCI) COMPLIANT? _____ YES _____ NO.

14. CAN YOUR COMPANY PROVIDE HISD WITH PERIODIC PREFORMATTED FLAT FILE UPDATES OF YOUR CATALOG?
_____ YES; _____ NO.

15. NAME AND COMPLETE ADDRESS OF ALL PARTNERS LISTED ON A SEPARATE SHEET AND ATTACHED.

16. IF OTHER THAN CORPORATION OR PARTNERSHIP, DESCRIBE ORGANIZATION AND NAME OF PRINCIPALS:

17. MINORITY OWNERSHIP:

IS YOUR FIRM A MINORITY AND/OR WOMAN OWNED FIRM? ☐ YES ☐ NO

PERCENTAGE OF OWNERSHIP THAT IS MINORITY OR WOMAN OWNED _____

MARK ALL THAT ARE APPROPRIATE:

☐ ANGLO ☐ AFRICAN AMERICAN ☐ HISPANIC ☐ AMERICAN INDIAN ☐ ASIAN/PACIFIC ISLANDER
☐ MALE ☐ FEMALE

LOCATION: ☐ HOUSTON ☐ TEXAS ☐ OUT OF STATE ☐ OUT OF STATE WITH LOCAL OFFICE

MARK ALL ORGANIZATIONS THAT HAVE ISSUED YOUR MINORITY STATUS:

☐ THE HOUSTON BUSINESS COUNCIL ☐ SMALL BUSINESS ADMINISTRATION
☐ DEPARTMENT OF ENERGY ☐ DEPARTMENT OF DEFENSE
☐ DEPARTMENT OF TRANSPORTATION ☐ METRO TRANSIT AUTHORITY
☐ CITY OF HOUSTON

18. CHECK ONE OF THE FOLLOWING:

☐ PROPOSER WILL PROVIDE GOODS AND SERVICES WITH OWN WORK FORCE
☐ PROPOSER WILL PURCHASE GOODS DIRECTLY FROM THE MANUFACTURER OR OTHER SUPPLIER

19. NAME OF STATE WHERE YOUR HOME OFFICE/HEADQUARTERS IS LOCATED: _____

IF NOT TEXAS, DOES THE STATE HAVE PREFERENTIAL TREATMENT ON BIDS ☐ YES ☐ NO

IF YES, WHAT PERCENTAGE: _____ %

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

20. EQUAL OPPORTUNITY EMPLOYER INFORMATION

THE HOUSTON INDEPENDENT SCHOOL DISTRICT CAN ONLY DO BUSINESS WITH EQUAL OPPORTUNITY EMPLOYERS.

CURRENT TOTAL NUMBER OF EMPLOYEES_____ NUMBER OF MALES_____ NUMBER OF FEMALES_____

OF THE TOTAL NUMBER OF PERSONS CURRENTLY EMPLOYED, PROVIDE THE FOLLOWING INFORMATION:

NUMBER OF ANGLO _____

NUMBER OF AFRICAN AMERICAN _____

NUMBER OF HISPANIC _____
MEXICAN-AMERICAN / SPANISH SURNAMES

NUMBER OF OTHER MINORITIES _____

DO YOU ADVERTISE AS AN "EQUAL OPPORTUNITY EMPLOYER"?

☐ YES ☐ NO

DO YOU HAVE A WRITTEN NON-DISCRIMINATORY POLICY OF EMPLOYMENT?

☐ YES ☐ NO

HAS THIS POLICY BEEN CIRCULATED THROUGHOUT YOUR ORGANIZATION?

☐ YES ☐ NO

NAME AND TITLE OF PERSON TO CONTACT REGARDING EQUAL OPPORTUNITY INFORMATION ISSUES:

NAME _____ TITLE _____

21. LIST YOUR BANKING REFERENCE:

BANK NAME _____ OFFICER'S NAME _____

BANK ADDRESS _____ CITY STATE ZIP _____

OFFICER'S TELEPHONE NUMBER _____ OFFICER'S FAX NUMBER _____

I attest that I have answered the questions regarding company information truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.2 SUBSECTION II - CERTIFICATION AND DISCLOSURE STATEMENT:

A person or business entity entering into a contract and/or agreement with HISD is required by Texas Law to disclose, in advance of the contract and/or agreement award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individually owned Company:

Has the owner(s) ever been convicted of a felony? ☐ Yes ☐ No

If a Corporation, Partnership, Limited Partnership, etc:

Has any owner, or partner, of your business entity been convicted of a felony? ☐ Yes ☐ No

Has any manager or director of your entity been convicted of a felony? ☐ Yes ☐ No

Has any employee of your entity been convicted of a felony? ☐ Yes ☐ No

If Yes, give details:

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. (Attached additional pages, if necessary.)

I attest that I have answered the questions concerning prior convictions truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.3 SUBSECTION III - FREE OF INDEBTEDNESS STATEMENT:

The Texas Education Code (Section 44.044) provides that school districts, by resolution of the Board of Trustees, may establish regulations requiring that persons or entities entering into a contract and/or agreement or transaction with the District not be indebted to the District. The Board of Education has approved a resolution establishing policy that requires that the awarded, or selected, suppliers be free of any indebtedness to the District. The following information must be completed by individual and/or business entities.

List all the tax account numbers for all property taxes due the Houston Independent School District:

_____	_____
_____	_____
_____	_____
_____	_____

Are all City, County, and Houston Independent School District property taxes, both real and personal, assessed against property owned by individual and/or business entity paid?

☐ Yes ☐ No

If you answer "no" to this question, provide detail of the amounts due the District and your current plan to satisfy this indebtedness.

I attest that I have answered the questions regarding indebtedness to the Houston Independent School District truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.4 SUBSECTION IV - CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

The undersigned certifies on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred or suspended by any Federal Agency.

The undersigned agrees to notify the District in the event that the company or any of its key employees are proposed for debarment, debarred or suspended by any Federal Agency or by any State of Texas agency. Notification shall take place within five (5) business days after the company or employee is notified of either debarment or suspension or possible debarment or suspension. Notification shall be sent to Monika Harris, Esq., Chief Procurement Officer, Interim; Houston Independent School District; 4400 West 18th Street; Houston, Texas 77092.

I attest that I have answered the questions regarding debarment and suspension truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.5 SUBSECTION V - STATEMENT OF NON-COLLUSION:

The undersigned Proposer does hereby certify:

- a) That all statements of fact in such proposal are true.
- b) That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
- c) That such proposal is genuine and not collusive or sham.
- d) That Proposer(s) has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement.
- e) That Proposer(s) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal.
- f) That Proposer(s) did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else.
- g) That Proposer(s) did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said Proposer in his business.
- h) That Proposer(s) did not provide, directly or indirectly to any officer or employee of the District any gratuity, entertainment, meals, or anything of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.
- i) That no officer or principal of the undersigned firm is related to any officer or employee of the District by blood or marriage within the third degree or is employed, either full or part time, by the District either currently or within the last two (2) years.

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

- j) That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal anti-trust law in connection with the bidding, award of, or performance of any public work contract and/or agreement with any public entity.

I attest that I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.6 SUBSECTION VI - SUBSECTION VI ANTITRUST CERTIFICATION STATEMENT:

(Texas Government Code §2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/proposal on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this bid, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name _____

Company Address _____

City, State, Zip Code _____

Phone _____

Facsimile _____

Proposer Signature _____

Proposer Printed Name _____

Position with Company _____

(IF DIFFERENT FROM ABOVE)

Official Authorizing Proposal

Corporate Officer's Signature _____

Printed Name _____

Position with Company _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

5.7 SUBSECTION VII - CONFLICT OF INTEREST QUESTIONNAIRE FORM:

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of person who has a business relationship with local governmental entity.</p> 	<p>Date Received</p> 	
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p>(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p> 		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; margin-right: 100px;">Date</p>		

Adopted 06/29/2007

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

COMPANY NAME

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Proposer, that Affiant is associated with the Proposal in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__.

(seal)

Notary Public

VI. FORM B - M/WBE INSTRUCTIONS:

Please refer to Attachment B-MWBE Participation Report that is located on HISD's Procurement Web Site.

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

VII. FORM C - ADDENDUM FOR AGREEMENT FUNDED BY U.S. FEDERAL GRANT

(NON-CONSTRUCTION CONTRACTS)

The Houston Independent School District ("the District") is required to obtain certain certifications from organizations receiving District payments paid from federal funds budgets.

Pursuant to Circular A-110, all contracts, including small purchases, awarded by the District and the District's sub-contractors shall contain the procurement provisions of Appendix A to Circular A-110, as applicable. Accordingly, the parties agree that the following terms and conditions apply to the agreement, dated [date] (the "Agreement"), between the District and [name of vendor] ("Vendor") in all situations where the vendor has been paid from federal funds.

1. Equal Employment Opportunity – In fulfilling its obligations under the Agreement, Vendor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2. Rights to Inventions Made Under a Contract or Agreement – To the extent that the Agreement requires the performance of experimental, developmental or research work, Vendor agrees that the District shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the District from which received financial assistance to carry out the work contemplated by the Agreement.

3. Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*), as amended – In the event that the fees payable to Vendor under the Agreement exceed \$100,000, Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 *et seq.*). Violations shall be reported to the Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

4. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) - In the event that the fees payable to Vendor under the Agreement exceed \$100,000, vendor shall file the certification required under 31 U.S.C. § 1352. Each tier shall certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the vendor.

5. Debarment and Suspension (E.O.s 12549 and 12689) – Vendor certifies that it and its principal employees are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

6. Access to Records – Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Vendor that are directly pertinent to Vendor's discharge of its obligations under the Agreement for the purpose of making audits, examinations, excerpts and transcriptions.

7. Applicability to Subcontractors – Vendor agrees that all contracts it awards pursuant to the Agreement shall be bound by the foregoing terms and conditions.

Company Name

Corporate Officer's Signature

Printed Name

Street Address

City, State and Zip Code

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

VIII. FORM D - PRICING AND SERVICE AFFIRMATION

Proposal of: _____
(Proposer Company Name)

To: Houston Independent School District

RFP Number: _____

RFP Name: _____

Proposer will provide the product/services to the Houston Independent School District ("HISD") and possibly other governmental agencies (through Interlocal-agreements). Additionally, the focus is on identifying all costs associated with the product/services. HISD is looking to quantify all fees and work towards solutions that minimize costs, while maintaining or improving current service levels. Please see Price Schedule (**Form F**) to this RFP.

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the products/services required pursuant to the above- referenced RFP upon the terms quoted below.

___.1 Price and Products/Services Quotation

The prices quoted shall be HISD's pricing for the product or service. There shall be no separate or additional charges, fees, handling or other incidental costs associated in the acquisition of the product/services not disclosed herein. Proposer understands that HISD makes no guarantee as to the volume, amount or type of product/services that may be purchased under any Agreement.

Proposer certifies and agrees that all prices and any promotion or rebates quoted in the proposal have been reviewed and are the final proposed price and product/service offering for this initial RFP response.

___.2 Price Assurance

Proposer agrees that, if Proposer is awarded a contract, equal and identical pricing may be extended to another governmental agency (see section 2.15.2 and 2.29 of this RFP).

___.3 HISD Payment Terms

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

HISD's standard payment terms for services are "net 30 days" from receipt of the invoice. Indicate below the prompt payment discount that Proposer will provide to HISD:

4 **General Terms and Conditions**

Proposer agrees to the General Terms and Conditions and all other Terms and Conditions of this RFP unless exceptions are identified in the Exception Form (Form E).

Prompt Payment Discount _____% _____days / net 30 days.

Respectfully submitted:

Company Name: _____

By: _____
(Corporate Officer's Signature)

Printed Name: _____

Title: _____

Date: _____

All deviations and exceptions to this RFP must be expressly stated in this Exception Form (additional pages to this form may be added if necessary). In the absence of any entry on this Exception Form, the Proposer(s) assures HISD of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of the RFP. THIS EXCEPTION FORM MUST BE SIGNED BY EACH PROPOSER(S) WHETHER THERE ARE EXCEPTIONS LISTED OR NOT, AND SUBMITTED WITH THE PROPOSAL.

SECTION #, PARAGRAPH # (OR SUBSECTION #) AND PAGE	EXCEPTION

Date _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

X. FORM F - (PRICE SCHEDULE)

Proposer is asked to submit pricing as identified in Section IV. A hard copy of Form F must be submitted under Tab 7 in the proposal.

Please refer to Attachment: Price Schedule that is located on HISD's Procurement Web Site.

The **Price Schedule** in this section must be **completed** on the **Excel document** that is located on HISD's Procurement Website with this RFP. An original proposal and Price Schedule, 3 paper copies of the proposal and Price Schedule; **and** a copy of the proposal and the Price Schedule on CD or USB Travel Drive must be submitted in accordance with the instructions on page one (1) of this RFP.

RFP #: 15-05-06											
Name: Janitorial Floor Chemicals, Cleaners & Supplies											
Price Schedule											
Name of Company: _____											
The District will award this RFP to a single respondent, or as a multi-supplier award, based upon the evaluation of all proposals received.											
Line item #	HISD SAP #	Item Description	Unit of Measure	Ready to Use (RTU) Yield	Product Dilution Ratio	HISD Estimated Annual Usage (RTU Gallon)	Product Brand Name /Manufacturer	Proposer's Product Number	RTU Price Per Gallon	Price Per Case (Order Price)	Number of Delivery Days
Dilution System Chemicals											
1	36538	Cleaner, General Purpose	case			58696					
2	27289	Cleaner, Glass	case			27200					
3	36539	Cleaner, Neutral Floor	case			1057800					
4	29400	Shampoo, Carpet	case			520425					
5	27331	Disinfectant, Liquid Concentrate	case			232200					
6	TBD	Product Dispenser System	each							No cost	No cost
Floor Care Chemicals											
7	36540	Finish, Regular Strength	case			13621					
8	TBD	Finish, High Strength	case			9185					
9	TBD	Finish, Green Seal Certified	case			TBD					
10	TBD	Stripper, Green Seal Certified	case			TBD					
11	TBD	Stripper, Floor	case			1350					
Wood Floor Chemicals											
12	37302	Finish, Wood, Water Based	case			TBD					
13	37131	Finish, Wood, Oil Based	case			TBD					
14	31355	Cleaner, Wood	case			TBD					
Graffiti Remover											
15	773	Indoor Graffiti Remover	case			TBD					
16	TBD	Outdoor Graffiti Remover	case			12 CASES					

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

RFP #: 15-05-06							
Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
17	TBD	2 X 40" Velcro Style Sweeper System Kit: 1 velcro style frame, 2 microfiber white yarn dust mops, 1 chromed scissor style handle.	each	1400			
18	36560	16" Top Down 5 gal Charging Bucket with Handle & Hermetic cover, Blue	case	1400			
19	TBD	Microfiber Twist Loop 16" Mop with Pockets, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	case	1400			
20	TBD	Plastic Pocket Style 16" Mop Holder. With a locking connector and clip to hold Light blue.	each	1400			
21	TBD	Pocket Style 16" Mop Holder with Connector, Light Blue	each	1400			
22	36554	Aluminum Telescopic Handle. 2 pieces with central grip & hole, Blue [Length 38"-72"]	each	1400			
23	TBD	12" Top Down 5 gal Charging Bucket with Handle & Hermetic cover, Blue	each	1400			
24	36557	Velcro Style 12" Mop Hand Towel Holder with Handle, Light Gray	each	1400			
25	TBD	Microfiber 12" Mop with Velcro Back, with 4 Colors Tag	each	1400			
26	TBD	Microfiber Twist Loop 12" Mop with Flaps, 2 holes, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	each	1400			
27	TBD	Microfiber Looped Yarn 12" Mop with Velcro Back, White Yarn / Blue Back	each	1400			
28	TBD	Press Wring Microfiber Mopping System: 7 gal Bucket	each	1400			
29	TBD	8 gal Split Bucket with Black Roller Wringer, Yellow	each	1400			
30	TBD	16" Mop Holder - 2 Locking Pins with Connector, Blue/Red	each	1400			

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31	TBD	Microfiber 16" Mop with flaps, 2 holes and 4 colors tag	each	1400			
32	TBD	Microfiber Twist Loop 16" Mop with Flaps, 2 holes, Fringe & 4 Colors Tag. White-Violet Yarn / White Back	each	1400			
33	36558	Microfiber Looped Yarn 16" Mop with Flaps, 2 holes and fringe. White Yarn and White Back	each	1400			
34	36625	16" X 16" Microfiber cloths, blue	each	1400			
35	36626	16" X 16" Microfiber cloths, green	each	1400			
36	TBD	16" X 16" Microfiber cloths, red	each	1400			
37	36627	16" X 16" Microfiber cloths, yellow	each	1400			
38	36704	27" High speed buffing pad for propane burnisher	case				
39	TBD	20" Buffing pads low and dual speed buffers.	case				
40	30636	20" Scrubbing Pads	case	465			
41	850	20" Stripping Pads	case	630			
42	38278	ABSORBENT, ODOR/ACCIDENTS, FOODSPILL, 12-1.5 OZ. PACKAGES PER BOX, CDC ODOR, ABSORBENT, BIG D #170 DVOUR, *PLEASE SUBMIT MSDS WITH PRODUCT*	box	230			
43	31662	BRUSH, BOWL, ROUND HEAD, SYNTHETIC POLYPROPYLENE STIFF BRISTLES, 10-IN LONG HANDLE (15-IN OVERALL), WHITE IN COLOR RUBBERMAID-RCP6310WHI, JON-DON #BB-BBRH-EA	each	412			
44	29295	SOAP, HAND FORM, SYMMETRY, NON-ALCOHOL, WATERLESS HAND SANITIZER, NON-STICKY RESIDUE BUCKEYE - #90151120	case	8751			

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45	29292	SANITIZER, HAND, 6/CASE, SYMMETRY, 1250 ML, Non Alcohol #90151120, *PLEASE SUBMIT MSDS WITH PRODUCT*	case	240			
46	29291	DISPENSER, FOR HAND SANITIZER, 6 PER CASE, SYMMETRY BRAND	each	4189			
47	27551	DISPENSER, PAPER TOWEL, CENTERPULL, 9.875 X 10 X 10.5 GRAY IN COLOR *USE W/HISD#27530 GEORGIA PACIFIC #54050 (00073310540504)	each	13			
48	27530	TOWEL, ALL PURPOSE WIPER, CENTERPULL, 6/CS 13 1/4 X 7 4/5, *USE W/HISD#27551, ECOSOFT #06002 (085806060021); GEORGIA PACIFIC 4400 (073310440002)	case	166			
49	27337	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEY QUAT-256, 12/CS BUCKEY # 41090000 (ONLY)	case	57			
50	27336	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEY WORKOUT, 12/CS BUCKEY # 41007000 (ONLY)	case	68			
51	27335	BOTTLE EMPTY 24 OZ, WITH SILK SCREEN ADJUSTABLE TRIGGER SPAYER, FOR BUCKEY STAR SPRAY, 12/CS BUCKEY # 41403000 (ONLY)	case	61			
52	24953	FRAME, DUST MOP, 36"X 3", ZINC-PLATED, METAL UNISAN #1236 (070363229226)	each	48			
53	24952	FRAME, DUST MOP, 18" X 3-1/4" METAL C702018	each	TBD			

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54	24951	HANDLE, DUST MOP, FOR 18",36", & 60" METAL FRAMES SWIVEL ACTION INDUSTRIAL CHEMICAL CO. RUBBERMAID SNAP-ON, 60" HANDLE, M11600	each	305			
55	23363	MOP, HEAD, BLUE, 16 OZ., WET, 12/CS BLUE BLEND SSS38010, SCREW TYPE	case	257			
56	23362	MOP, HEAD, 24 OZ., WET, SCREW TYPE, WHITE IN COLOR, COTTON/SYNTHETIC BLEND, CUT END, 4 PLY, 12/CASE O-CEDAR COMMERCIAL #7841,	case	196			
57	22782	GLASSES, SAFETY, GREY POLYCARBONATE LENS, BLACK FRAME, SCRATCH RESISTANT, PYRAMEX #SB1820S, STYLE 8213 WILLSON #11150361 (GREY FRAME)	pair	2			
58	22391	BUCKET,WITH WRINGER,1 PC COMBO,35QT/32OZ 35 QUART BUCKET, 32 OZ. WRINGER TRIPLE"S" UNIBODY MODEL 351SSS CONTINENTAL 351YW	each	69			
59	6529	SOCKET, DRIVER 5/16" HEX, 6" LENGTH MIL 49663016, IRWIN (7376594832) ***MUST BE LONG SHANK***	each	2			
60	6349	GOGGLE, VENT CAP SAFETY,SOFTIE #551 OR CREWS #220 GOGLE IND. WRAPPED, U.S. SAFETY #283507 EASTERN E-4, AMER. SAFETY #157-#206, CREWS #220, CLEAR GATEWAY SAFETY VENT CAP, CLEAR (10PER/BX) MFG#32021	each	3			

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61	6345	GLOVES,DOUBLE LEATHER PALM,SEWN BIG JAKE 1712, TUF-COR 7550L SEATTLE GLOVE INC., MFG#1270P	pair	TBD			
62	6344	GLOVE, LEATHER PALM, LARGE MEMPHIS J1300 W/SAFETY CUFF 120 PAIR PER CASE SGI 1160-L, SGI 1260	pair	143			
63	6343	GLOVE,SIDE SPLIT DOUBLE LEATHER PALM,LARGE RADNOR #7572	pair	44			
64	6342	GLOVES, COTTON, PLASTIC DOT SECURITY SAFETY SSG10 STRING KNIT DOTS ON PALM SIDE ONLY NOT REVERSIBLE CORDOVA 3801L, WESTCHESTER 708SK(K808), BOSS 1JP5521	pair	4993			
65	6064	TWINE, PARCEL POST,16 PLY, 2 - 2-1/2 LB. BEACON BLEND TWINE (401908-00) SCHERMERHORN BROS.CO. PRODUCT# 050681 - 30 CONES/CS	cone	40			
66	6060	TAPE, MASKING 2" WIDE, 60 YD/ROLL 3M #212, 232 OR EQUAL (CPI BRAND)	roll	503			
67	6018	CLEANER, HAND 14oz. Plastic Cartridge GOJO #300080; Manuf# 1141-12; Velocity A; Case Pack 12; UPC 073852011418 *PLEASE SUBMIT MSDS WITH PRODUCT*	can	18			

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68	5258	PREVENTIVE, RUST 16 OZ. WD-40, NO BULK PACK NO SUB, MF - 10016, *PLEASE SUBMIT MSDS WITH PRODUCT*	can	104			
69	5238	WASP, SPRAY 12 OZ CAN, 12/13.5 OZ CANS, WASP & HORNET KILLER IIb MISTY #A00437 (2378320168) *PLEASE SUBMIT MSDS WITH PRODUCT*	case	13			
70	5237	INSECT, SPRAY 6OZ.CAN, 12/CASE, REPELS MOSQUITOES, CHIGGERS, TICKS AND BITING FLIES QUESTVAPCO # 435 (3178800017) *PLEASE SUBMIT MSDS WITH PRODUCT*	case	8			
71	4024	TOWEL, WIPER, 15" X 16.75", 15 BOXES/CS SOFT COTE (#5517) - SCOTT 34256 UNISOURCE #10281995	case	39			
72	3019	TOWEL, DISPOSABLE, TERRI WIPERS, 15" X 28" 300/CASE 17" x 30" IS ACCEPTABLE OR 15" X 28" ABATIX TWLSBT-15	case	831			
73	1627	WATER, SPRING, 6-1 GAL *CASE DO NOT STACK MORE THAN 2 LEVELS *MUST BE PACKAGED IN CASES/NO LOOSE GALLONS CRYSTAL GEYSER	case	180			
74	1622	TOWEL, TERRY, FACE, 16" X 30", WHITE, WITH A BOBBY BORDER ORR TEXTILE #1010100301630C	each	427			

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75	1568	PAD, SCOURING, 6"x9", GENERAL PURPOSE, GREEN 20/BOX (3 BOXES PER CASE) SCOTCH BRITE #3M08293	each	4816			
76	1525	DETERGENT, LAUNDRY 6.16 LB. BOX; 80 LOADS APPROX **PREFERRED - ALL WITH OXY CLEANING AGENT 4 BOX/CASE; 60 CASES/PALLET; ALL OR ALL FREE AND CLEAR ACCEPTABLE OR APPROVED EQUAL *PLEASE SUBMIT MSDS WITH PRODUCT*	box	3916			
77	1524	DETERGENT, DISHWASHING, 30 OZ, PAMOLIVE (855 ML) PLUS, 9 BOTTLES/CASE - NO SUB *PLEASE SUBMIT MSDS WITH PRODUCT*	each	3546			
78	1501	BUCKET, MOP, 10 QT, HEAVY DUTY, GREY, DURABLE STEEL HANDLE, BUILD IN POUR SPOUT/MOLDED GRADUATIONS CONTINENTAL - 8110GY, RUBBERMAID #2963	each	30			
79	1482	BAG, FREEZER, GAL, 30 BAGS/BX 1 GAL. ZIPLOC DOUBLE ZIPPER FREEZER BAG	box	639			
80	1479	WEX-CIDE, GERMICIDE PRODUCT, CLEAN-UP READY TO USE, QUART WEXFORD LABS *PLEASE SUBMIT MSDS WITH PRODUCT*	quart	687			
81	915	WRINGER, FOR 16 AND 32 OZ. MOP HEADS, PRESS DOWN WRINGER, YELLOW IN COLOR CONTINENTAL #SW7YW, RUBBERMAID #7575-88 ** FITS BUCKET 35QT. - 44QT. SIZE ** MUST FIT CUSTODIAL BUCKETS IN STOCK **FITS MOP HEAD 16OZ. - 32 OZ. SIZE	each	295			

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82	915	WRINGER, FOR 16 AND 32 OZ. MOP HEADS, PRESS DOWN WRINGER, YELLOW IN COLOR CONTINENTAL #SW7YW, RUBBERMAID #7575-88 ** FITS BUCKET 35QT. - 44QT. SIZE ** MUST FIT CUSTODIAL BUCKETS IN STOCK **FITS MOP HEAD 16OZ. - 32 OZ. SIZE	each	295			
83	909	DOLLY,PLATFORM,4-WHEEL,30"X60" 2000 LB. CAP., 8" CASTERS, 1" OAK DECK REMOVABLE HANDLE, FAIRBANKS #E-28Q-3060 W/ # 411-30-KIT OR CROWN #35 MSC Part#91278127	each	30			
84	908	DOLLY,HAND 2-WHEEL,10"X2" METAL WHEELS (NO PLASTIC)HARPER #5486, COLSON #609-10 OR COMPLETE PACKAGING #34, DAYTON 40191 (2W063)	each	8			
85	904	TOWEL, WIPER,13 X 15.5", WHITE, 100/CS **MUST BE WASHABLE AND SOLVENT RESISTANT CHICOPEE 8481 OR APPROVED EQUAL	case	133			
86	903	TOWEL, SHOP, TRACEL, 12" X 14", 500/CS KIMBERLY CLARK #33560	case	22			
87	902	TOWEL, HAND, MULTI-FOLD, 9-1/2"X9-1/4", 25.0 WT., 100% RECYCLED PAPER 40% POST-CONSUMER, 4000/CASE , MUST MEET EPA GUIDELINES, **MUST BE ON PALLETS - STACKED 5 CASES HIGH ONLY, DOUBLE STACKED 1800 PER TRUCK BAYWEST 483, GEORGIA PACIFIC 245-90, ACCLAIM 20204, TORX UNIVERSAL MK520A	case	3392			

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82	909	DOLLY,PLATFORM,4-WHEEL,30"X60" 2000 LB. CAP., 8" CASTERS, 1" OAK DECK REMOVABLE HANDLE, FAIRBANKS #E-28Q-3060 W/ # 411-30-KIT OR CROWN #35 MSC Part#91278127	each	30			
83	908	DOLLY,HAND 2-WHEEL,10"X2" METAL WHEELS (NO PLASTIC)HARPER #5486, COLSON #609-10 OR COMPLETE PACKAGING #34, DAYTON 40191 (2W063)	each	8			
84	904	TOWEL, WIPER,13 X 15.5", WHITE, 100/CS **MUST BE WASHABLE AND SOLVENT RESISTANT CHICOPEE 8481 OR APPROVED EQUAL	case	133			
85	903	TOWEL, SHOP, TRACEL, 12" X 14", 500/CS KIMBERLY CLARK #33560	case	22			
86	901	TOWEL, HAND CLEANER WATERLESS 10-1/2"X12-1/4", WATERLESS,ANTIBACTERIAL 72 TOWELS/PAIL- 6 PAILS/CASE "DYMON SCRUBS" - ITW DYMON 42272 KIMBERLY CLARK 91341 90/PAIL *PLEASE SUBMIT MSDS WITH PRODUCT*	pail	23			
87	893	SQUEEGE, WINDOW, 16" W/ 60' HANDLE UNGER NE 400-S OR - CONTINENTAL CO 2475	each	85			

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88	892	SQUEEGE, FLOOR, 24" W/60" HANDLE WHITE #222-24 UNGER-FE60(HEAD)AL14A(HANDLE)FAAI(ADAPTER) CO-2400 (SQUEEGE) & COM 109060-12 (HANDLE)	each	26			
89	891	SQUEEGE, WINDOW, 8" W/4-1/2" HANDLE CONTINENTAL 2470-8 WJ DENNIS 33-8	each	24			
90	888	SPONGE, GENERAL PURPOSE, APPROX. SIZE 1-3/4"X4-1/2"X6", 24/CASE DETAILERS CHOICE# 9-3, RIDLEY VACUUM#300195	each	95			
91	885	SIGN, FLOOR, "WET FLOOR", ENGLISH/SPANISH RUBBERMAID 6109-77 OR CONTINENTAL #124-S, CONTINENTAL 119, BI-LINGUAL RM6112 24"	each	380			
92	875	SCRAPER, FLOOR, ALUMINUM LONG HANDLE, 4" WIDE BLADE (48" OVERALL LENGTH) CONTINENTAL - 2562 (CO2562-10) UNGER - LH12C	each	398			
93	871	REFILL, METER MIST, AIR FRESHENER, VANILLA SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	100			
94	869	REFILL, METER MIST, AIR FRESHENER, ORANGE SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	43			

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95	868	REFILL, METER MIST, AIR FRESHENER, APPLE SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 467 , TIME MIST - TMS 2516	case	79			
96	867	REFILL, METER MIST, AIR FRESHENER, FRESH & CLEAN SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 478 & 472, TIME MIST - 2502,	case	129			
97	866	REFILL, METER MIST, AIR FRESHENER, CINNAMON SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 469, ZEP - 327101	case	63			
98	865	REFILL, METER MIST, AIR FRESHENER, CHERRY SCENT, NET.WT. 7 OZ. CONISTERS, 12 PER CASE, USE WITH DISPENSER HISD #786 *PLEASE SUBMIT MSDS WITH PRODUCT* BIG D - 455, TIME MIST - TMS 2517,	case	163			
99	860	RAGS, WIPING, #1 WHITE COTTON SHEETING, PACKED IN 25 LB. (NET) CARDBOARD CARTONS. (NO SILK)	box	350			
100	859	RAGS, WIPING, COTTON, 50LB/CS, 24"SQ. OR LARGER (NO SILK) PACKED IN CARDBOARD CARTONS (25 LB.) #1 WHITE COTTON SHEETING	case	607			

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101	858	RAKE, LEAF, 24" WIDTH, SPRING BREAK STEEL, 24 TINES, 24" WIDTH, 54" HANDLE UNION TOOL #64582	each	68			
102	856	POLISH, FURNITURE, AEROSOL, 12/CS 15.5 OZ. NET WEIGHT; FULLER BRUSH "FULL SPARKLE" NLS LEMON-SHINE; NEW LUSTRE FURNITURE POLISH LEMON LUSTER #2140 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	110			
103	855	PLUNGER, TOILET FORCE CUP FREE FLOW #C-107 STANCO MAGNOLIA BRUSH #148	each	141			
104	851	PAN, DUST, SHORT HANDLE, 11-3/4" X 7-3/4" WHITE #6 OR CONTINENTAL #715	each	46			
105	848	PAD, STEEL WOOL, MEDIUM COARSE #2 SUPREME, 16 PADS PER PACKAGE	package	95			
106	844	PAD, SCOURING, STAINLESS STEEL, 1-1/2" X 4" BELL # 9560, KURLY KATE # 75	each	426			
107	839	MOP, HEAD, 32 OZ., SCRUB, 4 PLY, COTTON WILEN #2124-32, CRYSTAL LAKE #12608	each	595			

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108	838	MOP, HEAD, 16 OZ., WET, 4 PLY, RAYON SADDLE TYPE, WILEN #219-16, CRYSTAL LAKE #12595, KLEEN #RS16 OR APPROVED EQUAL	each	3234			
109	837	MOP HEAD, FINISH MASTER 16 OZ. SCREW TYPE, FOR MATERIAL #824 LAYFLAT 51216, ABCO RM-32016-F	each	895			
110	834	MAT, FLOOR,INSIDE ,4'X6',GRAY COARSE OLEFIN SQUARES, DEEP RECESSED CHANNELS, "WATER DAM" AROUND PERIMETER, NO TRAX "GUZZLER", ANDERSON	each	191			
111	833	MAT, FLOOR, OUTSIDE 36"X48" INDIVIDUALLY PKG.,GLD OR BEIGE,POLYVINYL CHLORIDE,EXTRUSION COATED NYLON APACHE #01-50-2441 **BOXED INDIVIDUALLY	each	102			
112	827	SCRAPER, GUM, 1-1/2" WIDE BLADE, IMPACT STAINLESS STEEL BLADE, INDIVIDUAL BOXED, RUST RESISTANT RED DEVIL - 4501, IMP3200	each	611			
113	826	HOSE, WATER, RUBBER W/FITTINGS,5/8" X 50' BLACK OR RED - NO NYLON HOSE - RUBBER ONLY SWAN# PM 5850, FLEXON PH-5850	each	38			
114	824	HANDLE, FINISH MASTER, SCREW-TYPE, 60" INTERNAL SCREW, FEMALE TYPE END, LAY-FLAT FINISH MASTER, FOR USE WITH 16 OZ. FINISH MASTER MOP, MATERIAL NO. 837 FU7057, ALLSTAR J18135	each	508			

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115	822	HANDLE, MOP, FOR WEDGE DUSTERS CRYSTAL-LAKE #81230, WILEN #90102 OR "SSS" #360-2025 (89022) OR ABCO #BH25000	each	2			
116	821	HANDLE,MOP,FOR 32OZ SCRUB,SCREW CLAMP 60", CRYSTAL LAKE #12634	each	383			
117	819	HANDLE, MOP 16 OZ.,JR. SIZE, CLAMP TYPE CRYSTAL LAKE 14542, ABCO 1202 JR. QUICK CHANGE 70062-14642 NO PLASTIC	each	506			
118	818	HANDLE, MOP, FIBERGLAS,60",16 OZ., CLAMP (HINGED SIDE GATED CLAMP) UNISOURCE - U18155	each	505			
119	815	HANDLE, BRUSH 72" X 15/16" DIAMETER STANDARD THREAD	each	105			
120	814	BOTTLE, PLASTIC, 24 OZ., CENTER NECK, W/ RED & WHITE SPRAY-PRO SPRAYER CONTINENTAL - 924B (BOTTLE) 902RW9 (SPAYER)	each	792			
121	812	GRABBER, TRASH 28 IN. CARLISLE 36374400 #UNG NN90(36 IN.)	each	273			

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122	811	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE XL MCR - MEMPHIS NEOMAX 6912XL CORDOVA- 6872XL	pair	41			
123	810	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE L MCR - MEMPHIS NEOMAX 6912L CORDOVA- 6872XL	pair	144			
124	809	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE M MCR - MEMPHIS NEOMAX 6912M CORDOVA- 6872M	pair	121			
125	808	GLOVES, RUNNER, DOUBLE DIPPED CONSTRUCTION, TREATED WITH ACTIFRESH, SANDPAPER FINISH, INTERLOCK LINNING, 12-INCH LENGTH, GREEN IN COLOR, SIZE S MCR - MEMPHIS NEOMAX 6912S CORDOVA- 6872S	pair	34			
126	807	FLASHLIGHT, 2 CELL - EVEREADY # 1251 OR RAY-O-VAC # IN-2 OR BRIGHT STAR INDUSTRIAL HEAVY DUTY FLASHLIGHT - BGT10500 REQUIRES 2 "D" CELL BATTERIES	each	178			
127	796	FAN, FLOOR 18 - 20", 3-SPEED DAYTON 4C613-B, 4CH68 GRAINGER LAKEWOOD HV-18, BOSTON HARBOR 9633082 MSC #09733296 NULINE SUPERTEST CD214, MSC#3173892 LASKO AK9500 AIR KING 3XJ431/9218,ALOHA BREEZE 12001	each	129			

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RFP #: 15-05-06							
Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
128	795	ODOR, ELIMINATOR,1 GAL BTL,4 PER CS INSTANT ORGANIC ODOR CONTROL CDC ODOR ENZYME,BIO-ZYME; LAST GROUP-ZYME ALIVE HAWKS SOLUTIONS "BIO CONTROL" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	69			
129	793	DUSTER, FEATHER, 23 IN., 11" HANDLE DUSTER CAT # DUS23, DOW-1203G-C; 4603 UNISAN - PRODUCT NUMBER 23FD	each	385			
130	786	DISPENSER, METER MIST AIR FRESH, ON/OFF CONTROL, SPRAY SETTING CONTROL, REFILL INDICATOR LIGHT, BATTERY OPERATED (NOT INCLUDED) WHITE IN COLOR, FITS 7 OZ. REFILL CANISTER GJO-10440 , BIG D-757,	each	335			
131	783	DISINFECTANT,AEROSOL,15OZ NET WEIGHT CAN (12/CASE)ZENEX, ZENATIZE HOSPITAL GRADE OR PROLINK ALLSTAR HOSPITAL SPRAY, UNSCENTED; UNISOURCE-SUD N KLEEN QUESTVAPCO MFG#3100 OR MAXIM #DS411 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	157			

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RFP #: 15-05-06						
Name: Janitorial Floor Chemicals, Cleaners & Supplies						
Price Schedule						
Name of Company: _____						
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price of Delivery Days
Janitorial Supplies						
132	782	DETERGENT, LAUNDRY, INSTITUTIONAL, PROCTOR & GAMBLE,TIDE, 36 LB. BOX P&G# 84959160 *PLEASE SUBMIT MSDS WITH PRODUCT*	box	351		
133	773	CLEANER, GRAFFITI PASTE, 6/16OZ CANS/CS E-Z QUI, "A-BEN-A-QUI" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	12		
134	772	CLEANSER, POWDER, 21 OZ CAN; 24 CANS PER CASE COMET PGC# 32987, AJAX CP# 35110-14278 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	152		
135	769	CLEANER, STAINLESS STEEL, SHEILA SHINE, 1 GAL CONTAINER 4 GAL/PER CASE BUCKEYE# *PLEASE SUBMIT MSDS WITH PRODUCT*	gallon	354		
136	766	CLEANER, COMMODOE/SINK 12 QT./CASE 12 -1 QT BOTTLES/12 BOTTLES PER CASE CREW #04578, SSS #13003 *PLEASE SUBMIT MSDS WITH PRODUCT*	case	478		
137	765	CART, CUSTODIAL, W/VINYL BAG, 38"X20"X37-1/2" STRUCTURAL PLASTIC-CONTINENTAL #184GY (REPLACEMENT FOR THE CONTINENTAL #174GY) OR WHITE #6850	each	70		

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RFP #: 15-05-06							
Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
138	764	CAN, GARBAGE, 20 GAL., GALV., W/LID DOVER #621 ,BEHRENS #1211	each	224			
139	763	CAN, SAFETY, 5 GAL. HEAVY DUTY, RED GALVENIZED STEEL CAN W/FLIPTOP, NON-SPARKING POUR SPOUT & SCREEN, HEAVY DUTY **MUST MEET OSHA REQUIREMENTS GRANGER #2W313, EAGLE#U150 S-TYPE 1	each	42			
140	762	BUCKET, WATER,14 QT, HEAVY DUTY, GREY, DURABLE STEEL HANDLE, BUILD IN POUR SPOUT/MOLDED GRADUATIONS CONTINENTAL #8114GY , RUBBERMAID #2614	each	112			
141	761	BUCKET, MOP 44 QT., NON-MARKING CASTERS, W/SPLASH GUARD, YELLOW IN COLOR CONTINENTAL #Y4043YW ** USE W/WRINGER HISD#915	each	168			
142	760	BUCKET, MOP 35 QT., NON-MARKING CASTERS, W/SPLASH GUARD, YELLOW IN COLOR RUBBERMAID #7570-88, CONTINENTAL #335-3YW **USE W/WRINGER HISD#915	each	84			
143	757	BRUSH, DUST, 8" X 2-1/2" HDL WOOD, BRISTLES BLK MSC PRO SOURCE BRAND-PRODUCT NUMBER 09320030	each	82			
144	755	BRUSH, BOWL, NYLON BRISTLE,W/PLASTIC HANDLE 15", PKG/24 PER CASE VILEDA-#134759,	each	528			

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Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
Line item #	HISD SAP #	Item Description	Unit of Measure	HISD Estimated Annual Usage Quantity	Product Brand Name /Manufacturer	Unit Price	Number of Delivery Days
Janitorial Supplies							
146	753	WITH 6" BASS FIBER BRISTLES 54" HANDLE-MAGNOLIA BRUSH #1516 OR APPROVED EQUAL	each	21			
147	752	BROOM, POLYPROPYLENE BRISTLES,WITH METAL HANDLE RUBBERMAID #6389-06, ORDER IN LOTS OF 6 UNISOURCE #10442035	each	820			
148	748	CLEANER, BOWL BLOCK, DEODORANT INDIVIDUALLY PACKAGED - CDC "RIM STICK" SPRING GREEN #33190, OR APPROVED EQUAL *PLEASE SUBMIT MSDS WITH PRODUCT*	each	TBD			
149	747	BLEACH, CLEANER 96 OZ., PER BOTTLE/CASE, CLOROX, LASSO, ULTRA PUREBRIGHT *PLEASE SUBMIT MSDS WITH PRODUCT*	case	1627			
150	746	BLADE,FOR LONG FLOOR SCRAPER,10/TUBE, CARBON STEEL BLADE K750-100, UNGER-RB10C	tube	431			
151	744	BASKET, WASTE PAPER, BROWN, METAL, ROUND, 13-1/2" DIA. X 14-1/2" HIGH, CONTINENTAL #71NBN OR APPROVED EQUAL	each	410			
152	742	(13% OF 26 BAUME AMMONIA)PLASTIC BOTTLE WITH SCREW CAP 12 CASE LABBCO LASSO,EAGLE "CLEAR AMMONIA" *PLEASE SUBMIT MSDS WITH PRODUCT*	case	25			

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

RFP #: 15-05-06							
Name: Janitorial Floor Chemicals, Cleaners & Supplies							
Price Schedule							
Name of Company: _____							
<p>Enter the percentage (%) discount in column "C" (%). One one discount per catalog. A percentage (%) range will not be accepted. List the date of the catalog and the date of the price list (beginning date of the catalog/price list). The date shall be month/date/year or month/year.</p>							
The catalog and manufacturer price list should be the most current.							
For each catalog that a percentage (%) discount is offered, the Proposer must enter the manufacturer's complete "website address".							
Other Catalogs							
Line Item #	Name of Manufacturer Catalog	Percentage (%) discount	Price List Date	Catalog Date	Complete "Website Address" of catalog	If percentage is not off the "full" specify the category or categories	
1							
3							
4							
9							
10							
12							
13							
14							
15							
16							
17							
18							

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

XI. FORM G - SUPPLIER RELATIONS – CHE (LOCAL) QUESTIONNAIRE:

Board of Education Policy CHE (Local) adopted October 11, 2012 requested that all proposers supply the Board of Education the information contained below. While this information is requested in other parts of Form A this questionnaire provides the information specifically related to CHE (Local).

Legal Name of Business: _____

Type of Business and
types of products or services provided: _____

Business Mailing Address: _____
City: _____ State: _____ Zip Code _____

Business Street Address: _____
City: _____ State: _____ Zip Code _____

Names of parent company, subsidiaries, or other name under which they are currently conducting or have previously conducted business with the District:

Parent Company

Subsidiaries	Subsidiaries

Other Names	Other Names

Number of Full Time Employees: _____ Part Time Employees: _____

Names of owners, principal shareholders or stockholders, officers, agents, salespeople and key employees who have been members of the HISD Board of Education during the last 5 years:

[illegible]

Names of owners, principal shareholders or stockholders, officers, agents, salespeople and key employees who have been District employees or members of their immediate families who are either working or potentially working on this District's contract(s):

[illegible]

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Ethnic group of the majority owners
(to identify minority businesses) _____

Authorized agents, including any person or entity who is authorized to 'act with' or 'act on your behalf', such as consultants, sub-contractors, re-sellers, and/or lobbyist, confidants, etc., whether compensated or not compensated.

Names	Names

Certification of authority and/or any license or certificate required to conduct business within the State of Texas and/or City of Houston in accordance with any governing federal, state, and local statutes, regulations and ordinances:

License Number and Type	License Number and Type

Financial and business references, including bank with which the company conducts business:

Name of Bank: _____
Bank Officer _____ Officers Telephone Number _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Other Banking/finance Institutions:

Finance Institution Name	Finance Institution Name

Name of insurance companies and bonding company (if applicable)

Insurance Companies	Insurance Companies

Bonding Company	Bonding Company

Identification of any past, pending, or present litigation involving the District and any company owners, principal shareholders or stockholders, officers, agents, salespeople or employees.

Style of Litigation	Type of Litigation	Current Status

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Style of Litigation	Type of Litigation	Current Status

Relationship to any Political Action
Committees (PAC) _____

(Make copies of any table if additional rows are needed and attach additional sheets)

I attest that I have answered the questions relating to CHE (Local) truthfully and to be best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Questionnaire Response

Training on How to use the Chemicals, Application of the Chemicals, and Dilution of the Chemicals:

- 1. Provide a list of the trainers, and the experience of the trainers that will be conducting training for HISD. Provide the time allocated to training and servicing that will be provide to HISD facilities.*
- 2. Describe how you would propose to support the training requirements outlines in this RFP. Including your ability to support the eight (8) hour training at HISD's training academy, and a copy of your proposed wall chart, and ability to provide charts for each janitorial closet throughout the District.*
- 3. Provide your custodial training program for schools. What are the training segments? Are they available in English and Spanish?*
- 4. Provide your wood floor training program, ability to provide wall charts, and training DVD's.*
- 5. Can your water-based gym floor finish have an oil-based gym coating laid on top of it? Supply the VOC content for both the oil and water based gym finish proposed.*
- 6. Provide information on the dilution system you are proposing, and its technical specifications. How it is installed? What is the maximum number of products that can be installed on each dilution system, and packaging size of each product bid?*

Dilution System:

- 7. What is your proposed frame to complete installation of the dilution system for the entire District?*
- 8. Who will be the installing the dilution system?*
- 9. What is the cost to HISD for installation of 1,050 dilution systems?*
- 10. What is your proposed frame to complete installations for the entire district?*
- 11. Who will be doing the installations?*
- 12. Who is going to service and maintain dilution systems?*
- 13. How are you going to inventory the products proposed in this RFP?*

Location and Hours of Operation:

- 14. Does your company have a Houston, TX/Houston area walk-in location? ☐ Yes ☐ No*
- 15. Provide the number of locations: ____.*

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

16. Please provide the following information for each Houston/Houston Area location; complete a separate form for each location. Please duplicate this page as needed:

Company Name: _____

Address number and street name: _____ **Zip code:** _____

Regional Area of Houston: _____

Telephone Number: _____ **Email address:** _____

Available commodities: _____

17. Describe your company's Customer Service Department:

What are your Normal Business Hours on Mondays: _____?

What are your Normal Business Hours on Tuesdays: _____?

What are your Normal Business Hours on Wednesdays: _____?

What are your Normal Business Hours on Thursdays: _____?

What are your Normal Business Hours on Fridays: _____?

What are your Weekend Business Hours on Saturdays: _____?

What are your Weekend Business Hours on Sundays: _____?

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Questionnaire Response Form

18. How long has your company been in the janitorial floor chemicals, cleaners and supplies business?

19. Please provide your company's website address: _____

20. What differentiates your company from competitors? _____

21. Other than delivery, customer service, quality of product/services, and accuracy of price; please list other Key Performance Indicators (KPIs) HISD may track and/or measure? _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Reference Form

*The Proposer must provide ten (10) **references** (preferably **local companies**) that are similar in size and scope as HISD.*

The Proposer must provide the name of the company, contact person name, contact person title, phone number of the contact person, email address of the contact person.

The Reference Forms must be completed and included in Tab 3 of the Proposal.

Reference Contact Information Form

Name of your Company: _____

1. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

2. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Reference Contact Information Form

Name of your Company: _____

3. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

4. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

5. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Reference Contact Information Form

Name of your Company: _____

6. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

7. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

8. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

RFP #: 15-05-06 Name: Janitorial Floor Chemicals, Cleaners & Supplies

Reference Contact Information Form

Name of your Company: _____

9. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____

10. Reference Contact Information:

Name of Company: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact e-mail address: _____